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OFFICE OF THE MAYOR
SAN FRANCISCO

WILLIE LEWIS BROWN, JR.

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3/27/98

STEERING COMMITTEE MEETING OF THE SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FRIDAY, MARCH 27, 1998 AT 2:30 P.M.
25 VAN NESS AVENUE, SUITE 750

AGENDA

I. Discussion of the McKinney Process

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DISABILITY ACCESS

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OFFICE OF THE MAYOR
SAN FRANCISCO

WILLIE LEWIS BROWN, JR.

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9/28/98

STEERING SUBCOMMITTEE OF THE SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

MONDAY, SEPTEMBER 28, 1998 AT 10:00 A. M.
25 VAN NESS , SUITE 750

AGENDA

I. Purpose/Workplan of Subcommittee
II. Establishment of Regular Meeting Date and Time
III. Long Range Planning
IV. Agenda Items for October 26th Meeting
V. Public Comment
VI. Adjournment

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RECYCLED PAPER

M E E T I N G O F T H E
LOCAL HOMELESS COORDINATING BOARD -- SUB COMMITTEE

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ORAL PUBLIC COMMENT TO THE LOCAL HOMELESS BOARD

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Minutes
Steering Committee of the
San Francisco Local Homeless Coordinating Board
October 20, 1998

Members Present: Joy Rucker, James Brady, Michael Bennett, Susan Mizner, Paul Boden and Linzie Coleman

Joy and James called the meeting to order.

Representatives from the subcommittees were present to report on their meetings.

Michael Bennett stated that the Outreach and Linkages had developed a list of assignments that will better enable the subcommittee to connect with other groups. Michael expressed concerns how a Continuum of Care update would be accomplished.

James Brady reminded others that the Local Board had agreed to hold meetings in the community quarterly. Susan Mizner said that the change in locations could be very confusing. Paul Boden will work on a plan.

Paul Boden reported that the Civil Rights Subcommittee will be reviewing the proposed 647F procedures. They will also outreach to the HRC and other entities to expand their subcommittee.

Susan reported that a lack of communication prevented the Disability Subcommittee from meeting on October 19th. She said that the group is working on shelter access guidelines. She also stated that she will be on a leave of absence until January and recommends Yvonne Mure to fill her seat. Susan also said that the Disability Group will not meet until her return. Joy asked her to consider continuing the meetings and Susan will discuss this with Yvonne Mere.

Joy stated that she could not draft correspondence for the Local Board. It was agreed that subcommittees should bring their draft letters to the Steering Committee for approval.

Paul agreed to draft a letter to Bevan Dufty on 647F.

Linzie Coleman reported that the Diversity Subcommittee would be developing guidelines on diversifying staff and boards. She said that they would be working with consultants on diversity training. Joy suggested that she call Maria Ramos with the Support Center.

Joy requested that subcommittee representatives bring their respective workplans to the Steering Committee.

Terry Hill's memo was discussed. The Disability Subcommittee presented a written response. Paul Boden reported that the Civil Rights Subcommittee believes that the memo contradicts the Continuum of Care. Paul stated that the Local Board was not invited to a DHS retreat.

Joy Rucker stated that the Local Board needs to be able to influence departmental budgets.

Roma Guy requested 30 minutes of time at the next Local Board meeting to make a presentation on Helplink and Voicemail. It was calendared for the October 26th meeting.

Other agenda items for the October 26th meeting were set, including a discussion on the Terry Hill memo and a housing presentation by Joel Lipski. Time limits will also be listed on the agenda.

The meeting was adjourned.

OFFICE OF THE MAYOR
SAN FRANCISCO

WILLIE LEWIS BROWN, JR.

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STEERING COMMITTEE OF THE SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

TUESDAY, NOVEMBER 17,1998 AT 11:30 A.M.
25 VAN NESS AVE., SUITE 750

AGENDA

I. Subcommittee Reports
II. Workplans of Subcommittees
III. McKinney Process
IV. Agenda Items for November 23rd meeting
V. New Business
VI. Public Comment
VII. Adjournment

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M E E T I N G O F T H E
LOCAL HOMELESS COORDINATING BOARD -- SUB COMMITTEE

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ORAL PUBLIC COMMENT TO THE LOCAL HOMELESS BOARD

Public comment will be taken on each item being considered by the Board prior to the Board's vote.

Local Board Seats

Homeless/Formerly Homeless

Seat 1: Youth	*TBA* (M)
Seat 2: Veterans	Michael Bennett (B)
Seat 3: Family / Head of Household	*Kelley Stafford* (B)
Seat 4: Family / Substance Abuse	Sandra Stewart (M)
Seat 5: Youth	*TBA (M)*

Advocacy

Seat 1: Veterans	Edwin Wilkerson (B)
Seat 2: Family / Domestic Violence/ Substance Abuse/Welfare	Ramona Benson (B)
Seat 3: Legal	Susan Mizner (M)
Seat 4: Disabled/ Mental /	*Mark Schwartz* (M)
Seat 5: Disabled/Physical	*Rebecca Brockett (M)*

Service Provider

Seat 1: Domestic Violence	Jennifer Grant (B)
Seat 2: Health Services, HIV	Joy Rucker (B)
Seat 3: Shelter Services	Jacky Bloom (B)
Seat 4: Emergency Shelter	*Linzie Coleman*
Seat 5: Harm Reduction	Kenneth Akinaka (M)
Seat 6: Immigration	*Tony Lugo* (M)

Business Community

Seat 1: Small Business	James Brady (B)
Seat 2: Large Business	*Lew Lillian* (M)

Education/Training

Seat 1: Homeless Specific Employment Services	Carrie Dipman (B)

Seat 2: Adult Education	Laura Ware (M)
Seat 3: Public Agency/University	Roma Guy (M)

Foundation Community

Seat 1: Donates to Services or Advocates	*Jed Emerson* (B)

Two At-Large

Seat 1:	Rita Semel (M)
Seat 2:	Paul Boden (B)

Non-Profit Housing

Seat 1: Homeless Specific	Yvette Robinson (M)

Labor

Seat 1:	*Paul Martin* (B)

Criminal Justice

Seat 1:	Kim Burton (M)

Mayor's Homeless Coordinator

Seat:1	Terry Hill (M)

City Departments

Seat 1: Dept. of Public Health	Marian Pena (M)
Seat 2: Dept. of Health Services	Maggie Donahue(M)
Seat 3: Mayor's Office of Housing	Joel Lipski (M)
Seat 4: Mayor's Office of Community Development	Pam David (M)
Seat 5: Mayor's Office of Children, Youth, and Families	Deborah Alvarez (M)
Seat 6: Commission on the Status of Women	*TBA (M)*

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Minutes
Steering Committee of the
San Francisco Local Homeless Coordinating Board

November 17, 1998

Present: Joy Rucker, Rita Semel, Michael Bennett, Terry Hill, Yvonne Mere, Bonita Davenport and Chris Haw

Joy Rucker called the meeting to order.

Rita Semel reported that she will write up the workplan for her subcommittee. She also reported on her meeting with Supervisor Katz . Supervisor Katz has agreed to sponsor legislation amending the number of Local Board seats. The proposed amendment will be drafted by the City Attorney's office in early December.

Michael Bennett reported that the Outreach and Linkages Subcommittee would be sending a form to all members, asking them to report on the groups and affiliations with which they have regular contact.

Yvonne Mere, filling in for Susan Mizner, reported that the Disability Subcommittee would be meeting on November 23rd.

Terry Hill suggested hiring a consultant to help facilitate the relationship between the staff , departmental representatives and the Local Board. The consultant would also be used to assist the Board strategic planning. It was agreed that a consultant could be very helpful and staff will work with DHS and MOCD on possibly funding a facilitator or other consultants.

Rita Semel volunteered to reach MCJC, MOCYF, and MOCD on representation to the Local Board.

Joy Rucker stated that the Local Board needs to prepare for the McKinney process well in advance to avoid the mistakes of this year. The subcommittee will start its meetings shortly. Bonita Davenport reported on DHS' plans to hire a consultant to perform evaluations. George Smith added that the Local Board needs to reach out to communities that do not have McKinney-funded services. Yvonne Mere mentioned that further technical assistance was needed. Chris Haw said that we needed to make the application, especially the budget section clearer.

The meeting was adjourned.

DATE: December 9, 1998

TO: Local Board Members

FROM: Michael Bennett

RE: Professional Affiliations Form

If you have not yet responded, please **fax your affiliation form to me via the Mayor's Office on Homelessness at 252-3118 as soon as possible.**

Thank you.

Local Board Member Name _____

Community Organization _____
Your Affiliation(i.e. President, Member at large, etc.)_____
Purpose of Group _____
_____
_____
Frequency of Meetings_____

Community Organization_____
Your Affiliation (i.e. President, Member at large,etc.)_____
Purpose of Group _____
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Community Organization_____
Your Affiliation (i.e. President, Member at large etc.)_____
Purpose of Group _____
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_____
Frequency of Meetings_____

Please fax this form to the Mayor's Office on Homelessness at 252-3158.

OFFICE OF THE MAYOR
SAN FRANCISCO

WILLIE LEWIS BROWN, JR.

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STEERING COMMITTEE OF THE SAN FRANCISCO HOMELESS COORDINATING BOARD

[Local]

TUESDAY, DECEMBER 22, 1998 AT 11:30 A.M.
25 VAN NESS AVE., SUITE 750

AGENDA

I. Subcommittee Reports
II. Discussion of Consultant Services
III. Discussion of McKinney Process
IV. Discussion of Local Board Meeting Schedule
V. Public Comment
VI. Adjournment

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LOCAL HOMELESS COORDINATING BOARD -- SUB COMMITTEE

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ORAL PUBLIC COMMENT TO THE LOCAL HOMELESS BOARD

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Minutes
Steering Committee of the
San Francisco Local Coordinating Board

December 22, 1998

Present:James Brady, Linzie Coleman, Rita Semel. Roma Guy, Terry Hill, Nancy Kimura and Chris Haw.

The meeting was called to order by James Brady.

Members decided to move their meetings back to the 2nd Monday of each month due to the availability of meeting rooms at City Hall. The Steering Committee will now meet on the 1st Tuesday of the month.

The January meeting will be moved to the 2nd Monday to start the new schedule.

James Brady brought up the Local Board's commitment to holding meetings in the community. It was agreed to hold meetings in the community on a quarterly basis, preferably the last meeting of the quarter. The meetings of March , June, September and December will be held in community locations.

The December Local Board meeting will be canceled due to the lack of a quorum.

Roma Guy reported on the Evaluation Subcommittee meeting. She presented a schedule that will result in evaluations prior to next year's McKinney ranking. RFPs are due to DHS on December 29th. James and Rita volunteered to join the review panel.

Linzie Coleman would like clarity on DHS monitoring. Bonita Davenport will be asked to attend the next meeting.

The Evaluation Subcommittee will hold a meeting on January 15th, 9:30-11:00 A.M. with the consultant that is selected.

Roma Guy also reported that she and Nancy Kimura met with Terry Hill on BAHA Helplink questions as requested by the Local Board. Roma is requesting that the project be housed in the Mayor's Office on Homelessness. She estimates that staffing the monthly meeting and contract monitoring would take approximately 10% of a person's time. She also reported on working with the Mayor's Office on putting voicemail in the proposed drop in centers. She recommended a discussion on economic development opportunities .

Terry Hill stated the Mayor's Office on Homelessness does not have a dedicated funding source. It was agreed that the structure of homeless contracts will be discussed at a later date.
James Brady stated that he would like to see the City take the lead on "smart" building technology.

James Brady further stated that he was withdrawing his support of the memo that was sent by the Local Board to Terry Hill.

The meeting was adjourned.

OFFICE OF THE MAYOR
SAN FRANCISCO

WILLIE LEWIS BROWN, JR.

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STEERING COMMITTEE OF THE SAN FRANCISCO HOMELESS COORDINATING BOARD

TUESDAY, JANUARY 5, 1999 AT 11:30 A.M.
25 VAN NESS AVE., SUITE 750

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AGENDA

I. Subcommittee Reports
II. Discussion of Consultant Services
III. Discussion of McKinney Process
IV. Structure of Homeless Contracts
V. Establish Agenda for January 11, 1999 Local Board Meeting
VI. New Business
VII. Public Comment
VIII. Adjournment

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LOCAL HOMELESS COORDINATING BOARD -- SUB COMMITTEE

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Minutes
Steering Committee of the
San Francisco Local Coordinating Board

January 5, 1999

Present: Linzie Coleman, Bonita Davenport, Michael Bennett, Rita Semel, James Brady, Susan Mizner, Paul Boden, Yulitza Peraza and Chris Haw.

James Brady called the meeting to order.

Bonita Davenport of DHS announced that next year's McKinney process is expected to take place 2-3 months earlier than anticipated.

Bonita also announced that the 1998 McKinney award to the City was $12.9 million . HUD also removed the Vehicular Housed Residential Community application.

The much earlier application due date will require that the evaluations of the renewals will also need to be completed much earlier. The Review Panel will meet on January 7,1999 to discuss the only response to the RFP. The Evaluation Subcommittee will meet again on January 15, 1999 from 9:30-11:00 A.M..

Susan Mizner requested that applicants for next year's McKinney process receive training on ADA and disability issues. Chris Haw suggested that she incorporate the training with DHS' work group training.

Paul Boden presented a letter to the Local Board from the Vehicular Housed Residential Community protesting HUD's removal of their project. Paul suggested sending a similar letter from the Local Board to HUD. It was suggested that the letter not be sent until HUD responds with a written explanation of the removal of the project.

Consultant services to help facilitate the Local Board was discussed. Paul , Rita and Susan suggested developing brief guidelines for the consultants, outlining the expectations of the Local Board. Rita suggested staff/board coordination, board/board coordination, enabling legislation and strategic planning.

The members agreed to place the McKinney process , the consultant guidelines and the BAHA Helplink on the agenda for January 11th meeting.

The meeting was adjourned.

OFFICE OF THE MAYOR
SAN FRANCISCO

WILLIE LEWIS BROWN, JR.

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1/25/99

STEERING COMMITTEE OF THE SAN FRANCISCO HOMELESS COORDINATING BOARD

Local?

MONDAY, JANUARY 25, 1999 AT 3:00 - 5:00 P.M.
25 VAN NESS AVE., SUITE 750

AGENDA

I. McKinney Process
II. McKinney Evaluation
III. Subcommittee Reports
IV. Local Board Meeting Schedule
    a. Full Board
    b. Steering Committee
V. New Business
VI. Public Comment
VII. Adjournment

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Minutes
Steering Committee of the
San Francisco Local Coordinating Board

January 25, 1999

Joy Rucker called the meeting to order.

The Steering Committee agreed on a regular meeting schedule of the 4th Monday of each month from 3:00-5:00 p.m.

Joy asked that housing unit information requested at the last meeting be brought back to the Steering Committee. Laura Ware offered to discuss the Ellis Act and the need for a family drop in center in the Civil Rights subcommittee.

Laura Ware brought a draft of recommendations for the McKinney process from the newly created ad hoc McKinney Process subcommittee. This draft is attached .

Bonita Davenport submitted the attached minutes on the McKinney process.

252-3118
558-1977

Suggested McKinney Process
OUTLINE

STAFFING

- Should be staffed by Department of Human Services. Staff must know all guidelines regarding McKinney: who can apply, and for what, etc.
- Staffing includes taking minutes, distributing meeting announcements, calendars, and minutes in timely manner. Staff is also responsible for clarifying decisions made by group, understanding these decisions and following through on implementation of decisions once decisions are made.
- Staff should clarify role of each community meeting at outset of meeting.

LOGISTICS

- Process should be clearly defined from outset. All dates set.
- This should also include clear definition of who is able to participate from local board and community.
- Staff should present "to-do" list and timeline from beginning.
- Facilitators should be chosen from community and local board, should be a person(s) with strong meeting facilitator skills. Facilitator should not have conflict, and should not be burdened with other responsibilities during meeting such as grant writing, taking minutes etc.

PROCESS OUTLINE

DECISION MAKERS MUST BE PRESENT AT EVERY STAGE!

I. Mass Mailing

Letter should be sent out to all service providers and community organizations letting people know change of timeline for McKinney and explaining what the NOFA means, what McKinney funds, etc.

II. Community Input in Neighborhoods

Community members should be informed clearly about what their role is in the process, i.e. that Local Board will only be reviewing and prioritizing proposals they receive from community groups in the McKinney process, not coming up with new proposals.

Extensive outreach must take place, including utilizing ethnic and neighborhood media outlets, faith based groups, and not just outreach to already funded agencies.

Purpose should be clearly outlined to community groups. Purpose is to help local board establish priorities.

III. Local Board Setting Priorities
Local Board should establish priorities based on community input on neighborhood level.

IV. Applicant Orientation
Mass mailing should go out inviting organizations to orientation.

Purpose should be clearly outlined to community groups. Purpose of orientation is to explain process to potential applicants. Dates and timeline should be together and distributed at this time. Priorities would be set at this time and explained to community groups.

V. Work group facilitator and Reader orientation
Work group facilitator and Reader orientation would take place that would go through the scoring sheet. Give a definition and ideas of what to look for in the cultural competency section. Define different levels of homeless people's participation. This should take place as soon as possible.

VI. Work Groups
The purpose of the Work Groups is to fine tune the proposals before it get to the prioritization/reading stage.

Renewals should go to Work Groups.

There would be three work group categories; Housing, Services and Employment.

Problems with proposals i.e. too high cost, doesn't fit into McKinney etc. should be corrected at this stage. Once proposals go to reader stage, there should be no chance for changes. All proposal readers and decision makers should be present.

Set of questions agencies are asked to respond to should include level of homeless persons participation, level of cultural competency and agencies should receive cultural competency graphs. These questions should be part of what is included in proposal. Renewals would answer these questions, and provide client satisfaction serveys results that include questions around cultural competency.

VII. Reader Report Back

All decision makers as well as readers should be present. Readers should be selected at very beginning of process. Readers should be used as work group facilitators. They should be given an estimate of how time it will take and a timeline with meeting dates before they agree to being a readers.

21 Readers would be selected (without conflict), 3 from each category: 1) homeless experienced, 2) substance abuse/mental health treatment experience, 3) homeless service provider, 4) advocate/community rep.5) employment, 6) housing, 7) City. The individuals selected would include both non-conflicted local board members and others without conflict. Readers should reflect cultural diversity, single adults, families, economic diversity, and geographic diversity. Readers would be assigned proposals for which they have the appropriate knowledge. i.e. housing experienced individuals would get housing proposals etc.

Readers should be given adequate time to discuss pros and cons. Readers indicate points of confusion where proposals are unclear. Time would be spent on pros and cons of each proposal instead. This would not be a participatory process in the sense that agencies could only listen, not comment.

Readers should be reading proposals as well as information from renewal reviews. Readers should also receive information that came out of Work Groups.

Readers should not utilize scoring tool from last year. Instead, tool should be developed that is on a point system that follow the questions asked during Work Group session. Scoring tool should also be in line with renewal reviews. Scoring tool should be decided upon before process starts. All readers must answer all questions on the scoring tool.

VIII. Prioritizing proposals

The readers should have time together as a separate group to rate the proposals and give those recommendation to the local Board. Local Board members who are not readers should listen until readers are done with priority recommendations. Community members would not be able to comment. Non-reading local board members should be required to attend to listen to justification. They must sit with audience and not comment.

IX. Local Board Prioritization

Local Board would recieve recommendations from readers and make their decision on final recommendation. People with conflicts should be physically separated from decision makers so it is clear to everyone in the room who is conflicted and who is not.

Conflicts are defined as those who are on the staff, current client and/or Board of Director's of those organizations that are applying for funds. This includes those who stand to directly benefit from McKinney funds and those who have program influence over applicants such as Advisory Board members.

The audience should not be allowed to participate randomly during prioritization process.

RENEWAL REVIEW

Renewals should be integrated into entire process and ranked along with other proposals and should not get special priority. If renewal project is ranked low, Local Board/DHS/DPH should work with them on compliance plan.

January 29, 1999
Further Development of McKinney Process

Notes and Comments from Steering Committee Meeting on 1/25/99
Attendees: Bonita Davenport, Maggie Donahue, Mark Trotz, Chris Haw, Terry Hill, Joy Rocker, James Brady, Rita Semel, Susan Mizner, Michael Bennett, Laura Ware.

UPDATES: NOFA TO BE RELEASE IN MARCH!

Adhoc members to prepare for the next COMBINED McKinney Process meeting should further discuss and develop the following list of topics. **The Steering Committee has scheduled the next McKinney Process meeting on February 22, 1999 from 2:00 to 5:00 PM.** (Location to be announced). The idea is to have a mini retreat to lay out the process for a presentation to the local board on March 8, 1999 and commence the 1999 McKinney Process.

1. McKinney Adhoc members should join the Steering Committee to form one McKinney Process Group of the Local Board. This group should lead the way for 1) Establishing Priorities, Managing Community Meetings, and Managing the Priority Panel.

2. Revise McKinney Process Outline to clearly detail roles and a work plan for all players: Local Board, Sub-Committee's, Work Groups, Grant Writer, Staff, Priority Panel, etc.

3. Local Board Conflicted Members: Identify those with conflicts early on and identify areas where they can support the process without conflict. All other members should participate as priority panel member.

4. Community Outreach should not detail any "priorities." Rather, local board (through its Linkages and Outreach Committee) should go to communities to probe for need.

5. Local Board and Staff should identify and select members for the Priority Panel ASAP. A series of instructional workshops should be given to direct their involvement and activities.

6. Applicants should first submit a 3 page Statement of Interest. (This is new) Then the Board and Workgroups should remove all those not meeting minimum criteria, like leveraging, cost effectiveness or timeliness of projects. A proposal score sheet should be used which is modeled after the workgroup template information.

7. Local Board may want to scale down the process given the limited resources and large number of renewals. Suggestions included: set a funding limit, screening out applicants earlier in the process, announce and fund only "most critical" priority, and establish with potential applicants realistic expectations for funding.

8. Finally, we will ask that Harder+Company to participate in the February 22, retreat to ensure the coordination of renewal evaluation activities into the process.

If you have any questions about future meetings, please feel free to call Bonita at 558-1810 or Chris Haw at 252-3158. See you on February 22!

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22/99

STEERING SUBCOMMITTEE OF THE SAN FRANCISCO HOMELESS COORDINATING BOARD

MONDAY, FEBRUARY 22, 1999 AT 2:00 -5:00 P.M.
1440 HARRISON ST., 3rd FLOOR CONFERENCE ROOM
AGENDA

I Discussion of Consultant to Local Board
II. Agenda Items for March 8, 1999 Meeting
III. McKinney Process
IV. Public Comment
V. New Business
VI. Adjournment

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ORAL PUBLIC COMMENT TO THE LOCAL HOMELESS BOARD

Public comment will be taken on each item being considered by the Board prior to the Board's vote.

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6/99

STEERING SUBCOMMITTEE OF THE SAN FRANCISCO HOMELESS COORDINATING BOARD

Local

TUESDAY, APRIL 6, 1999 AT 10:00 A.M.
25 VAN NESS AVE., ROOM 330A
AGENDA

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MAR 26 1999

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I. Subcommittee Reports
II. Agenda Items for April 12, 1999 Meeting
III. McKinney Process
IV. Public Comment
V. New Business
VI. Adjournment

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STEERING SUBCOMMITTEE OF THE SAN FRANCISCO HOMELESS COORDINATING BOARD

Local

MONDAY, APRIL 26, 1999 AT 3:00-5:00 P.M.
25 VAN NESS AVE., ROOM 330B
AGENDA

I. Subcommittee Reports
II. Agenda Items for May 10, 1999 Meeting
III. McKinney Process
IV. Public Comment
V. New Business
VI. Adjournment

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ORAL PUBLIC COMMENT TO THE LOCAL HOMELESS BOARD

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Minutes
Steering Committee of the
San Francisco Homeless Coordinating Board
Local
April 26, 1999

Present: Susan Mizner, Laura Ware, Mim Carlson, Brenda Crawford, Linzie Coleman, Michael Bennett, Joel Lipski, George Smith and Chris Haw

The meeting was called to order by Susan Mizner.

Michael Bennett reported that the Outreach and Linkages Subcommittee will meet on April 27th to plan continuing meetings in the neighborhoods.

Laura Ware reported that Civil Rights has not been able to convene a meeting.

Members requested that subcommittee chairs be contacted to bring their mission statements to the next Local Board meeting.

Laura Ware requested clarification on staffing for the subcommittees at the next meeting.

Mim Carlson from the Support Center introduced herself and Brenda Crawford as available to help the Local Board . Carlson stated that she believed that the first three tasks were team-building and communication, clarity of roles and responsibilities and creating a structure that works. She also suggested two half day retreats or a full day retreat to help the Local Board focus their goals. A series of dates will be presented at the next Local Board meeting.

The members requested that the state of emergency , consultants, Mckinney rankings and action and a report on Mission Rock at the May 10th meeting.

Mission Rock census information, police and fire reports, and exit information was requested in the Mission Rock report.

The meeting was adjourned.

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STEERING SUBCOMMITTEE OF THE SAN FRANCISCO HOMELESS COORDINATING BOARD

MONDAY, MAY 24, 1999 AT 3:00-5:00 P.M.
25 VAN NESS AVE., ROOM 330B
AGENDA

I. Report of the Co-Chairs
II. Review committees, chairs, membership
III. Agenda items including Disability Report
IV. State of Emergency re: housing statement
V. Consultant Workplan
(a) Agendas for June 14th/ June 28th retreat
VI. Public Comment
VII. Proposed Letter to Supervisor Mabel Teng
VIII. Adjournment

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Minutes
Steering Committee of the
San Francisco Local Homeless Coordinating Board
May 24, 1999

Present: Michael Bennett, Rita Semel, Mark Schwartz, Susan Mizner, Laura Ware, Terry Hill and Chris Haw

Rita Semel reported that she and Laura Ware would like to visit with the members of the Board of Supervisors . Semel noted that she was asked to locate a congregation that would be willing to offer shelter and identified St.Paul's but then found that there was no money for the program. Semel would like to follow up with Supevisor Bierman to request funding.

Members noted that the Local Board needs to examine the number of committees . Some members noted that there may be too many committees and that there are not enough active members. It was noted by Susan Mizner that not all members had signed up for a committee and that some served on as many as four committees, making it more difficult to monitor attendance at subcommittees.

Laura Ware suggested possibly combining Outreach and Linkages with Diversity and perhaps Disability with another committee. Terry Hill expressed a need for a Shelter Committee which would have been useful for Mission Rock. Laura Ware would like a Housing Committee. It was agreed that the committees and structure would be discussed at the retreat.

Semel asked staff to follow up with Supervisor Katz's office on the progress of the resolution.

Michael Bennett reported that the Outreach meeting will be held on June 1st to prepare for a meeting at Mission Rock Shelter.

Laura Ware suggested that the Local Board needs to look at all of the City's shelters noting that 80% of the City's funds go towards emergency shelter and not prevention.

Semel noted that the Local Board must look at the Continuum of Care to see what is working and what is still appropriate.

Ware suggested a systemic look at all the shelters, scheduling every other month with possibly MSC North in July . Ware would like to ask shelter residents questions on how the shelter has provided for their needs. It was stated that a broad cross section of residents should be queried.

Bennett said that he would be holding every other Outreach and Linkages meeting at a shelter and that he would like to link shelter residents up with available services. Ware stated that the Local Board should not be in the services business.

Bennett was asked to provide a calendar of shelters to visit.

Susan Mizner reported that the Disability report will soon be finished and that she hoped that it could go out to members prior to the June 14th meeting.

Semel inquired as to the Evaluation meeting originally scheduled for June 9th. Staff will check with the Harder Co and DHS.

Discussion on the proposal for a state of emergency for housing followed. It was placed on the agenda for next month. Members are currently unclear on what advantages a state of emergency might bring, but it was agreed that the lobbyist for the City and the City Attorney should be consulted . Members reviewed the Public Health resolution which .recognized the housing crisis.

The agenda for the June 14th meeting was set , also adding the consultant workplan and agenda for the retreat and a letter to Supervisor Mabel Teng.

Members reviewed the work plan submitted by Support Center consultants Mim Carlson and Brenda Crawford. Changes/revisions were suggested. A conference call with the consultants to discuss the workplan will take place prior to the June 14th meeting. It was suggested that a strategic plan could replace some of the workplan that was suggested.

Mark Schwartz mentioned that there had been a resolution introduced by Bierman and Ammiano regarding disposition of vacant land to the homeless. The resolution apparently was not acted upon.

The meeting was adjourned.

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7/26/99

STEERING SUBCOMMITTEE OF THE SAN FRANCISCO HOMELESS COORDINATING BOARD

Local

MONDAY, JULY 26, 1999 AT 12:00-2:00 P.M.
25 VAN NESS AVE., ROOM 720
AGENDA

I. Report of the Co-Chairs
II. Followup to the Retreat
  (a) Work Plan
  (b) Structure of the Local Board
III. Communication
IV. Harder and Company Final Evaluation
V. Agenda Items for August 9th Local Board Meeting
VI. Public Comment
VII. Adjournment

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30/99

STEERING COMMITTEE OF THE SAN FRANCISCO HOMELESS COORDINATING BOARD

[Room]

MONDAY, AUGUST 30, 1999 AT 12:00-2:00 P.M.
25 VAN NESS AVENUE, ROOM 330B

AGENDA

I. Report of the Co-Chairs
II. Follow up to the Retreat
  (a) Work Plan
  (b) Structure
III. McKinney 2000 Presentation
IV. Agenda Items for the Sept. 13th meeting
V. Public Comment
VI. Adjournment

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AUG 25 1999

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Minutes
Steering Committee of the
San Francisco Local Homeless Coordinating Board
August 30, 1999

Present: Rita Semel, Mark Schwartz, Susan Mizner, Gene Coleman, George Smith, Laura Ware, Yulitza Peraza, Bonita Davenport and Chris Haw

George Smith was asked to update the Local Board on the status of Mission Rock. Smith stated that the population at Mission Rock is being assessed and moved to permanent housing and to other shelters. The City is trying to increase the number of beds and is working with the Interfaith community to get more churches to participate.

Smith was asked if the site at 20th and Illinois is still being considered as a possible shelter site. Smith answered that the site is not being considered at this time.

Laura Ware suggested permanent housing instead of a shelter on that site, but was told that the legislation allowed only shelters or feeding sites.

It was agreed that long term housing strategy will be discussed at the next steering committee. Susan Mizner suggested congregate housing as a possible solution for people that are not ready for other types of housing.

It was decided that the structure discussion would take place at the full Local Board meeting, with the work plans incorporated into the two possible options.

Susan Mizner reported that the Civil Rights subcommittee had a concern that the new structures might discourage public participation.

Bonita Davenport and Yulitza Peraza were present to give an overview on McKinney. Davenport stated that DHS is expecting a cut in McKinney funding due to the balanced budget initiative and the possible tax cut.

Laura Ware stated that the City needs to pursue HHS federal funds and that the City's lobbyist needs to actively go after more homeless funding. It was agreed that the funding committee needs to expand its view of revenue streams.

Davenport noted that the Harder & Co. have been retained to evaluate next year's renewal agencies. DHS will be hiring a new staffperson to work with the Harder & Co.

Barrie Grenell sent a memo with suggestions for next year's McKinney process. Susan Mizner noted that many service providers responses' reflected inadequate training on disability issues.

Gene Coleman mentioned that a group in the City had been advocating for a central filing of forms, but that the enthusiasm for such seems to have been lost.

Coleman stated that the City needs an agreed upon definition of cultural competency.

Davenport stated that in the coming year, the City faces $19 million in renewals including some agencies that contract directly with HUD. Mizner asked if DHS had any knowledge how critical the McKinney funding is to service providers. DHS does not have the information.

Davenport stated that some of the agencies would continue to contract directly with HUD and need to be part of the process, including ranking.

Some members expressed concern that providers be forewarned as early as possible that the McKinney pot is shrinking and be advised to seek other funding. Transitional housing groups could also be advised of the HUD emphasis on permanent housing.

Ware stated that agencies should be limited to only one renewal.

Coleman stated that the Local Board must first set priorities.

Susan Mizner suggested sending all renewing agencies a letter by the end of September informing them that funds will be reduced and the emphasis on permanent housing. The letter will also suggest seeking alternate funds, considering a shift to permanent housing from transitional and possible collaborations (transitional/permanent / supportive services providers). It was agreed that DHS would present a draft at the next Local Board meeting.

Mark Schwartz distributed a flyer on the proposed state of emergency for housing.

The agenda for the next full Local Board meeting was agreed upon.

The meeting was adjourned.

VI. C.

MINUTES
LOCAL BOARD STEERING COMMITTEE
11/22/99

Present: Gene Coleman, Rita Semel, Laura Ware, Bonita Davenport, Deven Richardson, George Smith Yulitza Peraza

1. Introductions
2. Update on the funding committee meeting and policy recommendations for the McKinney 2000 renewals. Bonita recommended changing Rec #1 to say "that all renewal projects generate at least a 25% *match*. Need to obtain a copy of the Workforce Investment Act legislation from Jim Kennedy.

3. Yulitza reported that the evaluation process has started with Harder & Company. The schedule is has been developed for all 23 renewal projects. See MEMORANDUM dated November 1,1999. There was concern over the evaluation process not including cultural competency. The Mayors Office will take the lead in gathering information on different models of diversity within homeless programs for the local board.

4. The agenda for the 12/13/99 Local Board Meeting was developed.

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Local Board Steering Committee Meeting
12/20/1999
MINUTES

Present: Rita Semel, Nadine Chabrier, Michelle Magee, Barrie Grenell, Yulitza Peraza, Jessica Collins, Laura Ware, Adam Arms, Bonita Davenport, Deven Richardson, George Smith

Rita convened the meeting at 9:15 a.m.

Introductions

McKinney Evaluations

Yulitza handed out the schedule for the remaining focus groups along with the evaluation results of the completed focus groups. The evaluation committee interviews clients, program managers, and line staff of all renewal projects. There is also local board membership and community representatives participating in the focus groups. A total of 12 focus groups have taken place. Seven out of the 12 have been evaluated and an update will be provided to the Local Board at the next meeting.

Laura expressed concerns over question #7 on the Focus Group Evaluation Sheet that targets the diversity areas of a program. It was recommended to expand the question to add specific areas on "hidden disabilities" i.e., mental health, substance abuse, as a way of gathering more data on diversity and disability access issues. It is estimated that the all evaluation reports will be completed by mid February.

The current evaluations reveal that most the programs have a difficult time tracking data related to outcomes. Laura reiterated that it is a requirement for agencies receiving city monies to track their outcome measures. We should make "tracking outcomes" a future agenda item for the local board. Bonita noted that it was difficult for programs to track outcomes without ample resources to do it.

City Attorney Infraction Program

Issue: Citations are given to people who commit quality of life crime i.e. public urination. Laura & Rita met with the City Attorney about this and felt frustrated with the meeting. The city attorney's office doesn't quite know what's going to happen with this program. Question; why is this program in the city attorney's office and not the district attorney? The Coalition on Homelessness is looking at challenging the legality of the district attorney to prosecute this law. They are working with Supervisor Yee's office to schedule a public hearing in the next couple months. The local board will continue to research this and schedule a meeting with Will Leon of SF Pretrial Diversion.

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Funding Committee

The committee discussed how to advocate for the local board to get a seat on the Workforce Investment Act Board (WIAB). The WIAB has no specification for homeless of poor people and there are rumors of this board possibly having HUD McKinney oversight in the future. Suggest having the two employment seats, or people in employment training field represent the local board on the WIAB. Local board will draft a letter to the Mayor and the PIC requesting a local board member appointment to the WIAB.

In an effort to gain access and advocate for other funding, the committee will invite a representative from John Burton's office, the SF Foundation & Carla Javitts to the next funding committee meeting. Rita will contact Northern California Grant Makers to consult for additional funding streams to advise the committee. **The next funding committee meeting is Monday, January 24, 2000, 25 Van Ness, Suite 720 at 2pm.**

The committee developed the agenda for the local board meeting January 10, 2000.

Meeting adjourned at 10:30 a.m.

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MINUTES OF THE
LOCAL HOMELESS BOARD
STEERING SUBCOMMITTEE MEETING
Monday, January 24, 2000
Noon
25 Van Ness Ave, Room 720
San Francisco, CA 94103

1) Call to order

The regular meeting of the steering subcommittee was called to order by co-chair Rita Semel at 12:20 PM.

Present: Rita Semel, Johanna Keeley, George Smith, Carrie Dipman, Bonita Davenport, Laura Ware, Eugene Coleman, Barri Grenall, Bongani (intern from Mayor's Office)

2) Report back from Continuum of Care Planning Process held by HOMEBASE

Various members attended the first of three series of meeting examining the Continuum of Care Planning Process through Homebase. It was helpful to hear how other counties are approaching their care plans and McKinney process. Some frustrations expressed by other counties dealing with same issues San Francisco is: the struggle to get a piece of the limited McKinney dollars. This lead to discussion about a need for more regional coordination and would our application be stronger if it were a regional application? Bill Lee and Jill Learner have been researching the idea of a regional conference on homelessness featuring work between local governments. The summit goal would be to become more influential as a region working together. All agreed it was a good idea but much groundwork and research should be done before the conference.

3) Discussion of Continuum of Care update/McKinney process

The need for an updated Continuum of Care plan was agreed on by all present. George is working with Census 2000, who may be able to provide us with more accurate up-to-date numbers. However, not soon enough for the writing of the McKinney 2000, which starts in April. We need to say we are moving forward in process to remain competitive. One strategy Bonita has been doing 'urgency exercises", reviewing how far we've come and where we are going.

Barri will need material to write this year's McKinney. She will need to provide HUD a brief overview of our Continuum of Care plan. Additionally, these questions should be responded to:

1. What's the *community* process for developing a Continuum of Care strategy?
2. What our Continuum of Care system under development including our "community's strategy or vision to combat homelessness, including specific goals and action steps."?

Can we do a census in next two months? Maybe.

George to research into having a work plan to move forward.

The idea of having a subcommittee focused on CoC was introduced; maybe a subcommittee for each of 7 points of plan.

There is already so much working being done on this issue that we need to pull together existing sources of info-CHAZ, Work Force Investment Fund.

It was agreed to move issue of how to do CoC planning to Thursday's Policy Subcommittee.

4) Report from Technical Team re: McKinney moved to funding committee

5) Discussion on change in board seats
The group reviewed process of adding seats to the Board. It was agreed that City seats do not expire; however, each department is responsible for sending a representative; hopefully the same one.
Discussion on whether or not additional seats need to be added-does Board want another non-profit housing seat, another disabled advocacy seat?
Question as to whether the Board has a seat for status on commission of women? That seat had been filled but isn't reflected in any of the Board of Sup's resolutions. Rita thinks she has a copy of resolution. Mayor's Office on Homelessness didn't have any resolution.

UPDATE:***Carrie Dipman found and submitted a **resolution before the Board of Sups from 3/1/99**, raising the seat number from 30-34 with the addition of a homeless youth seat, advocate for physically disabled, emergency shelter provider and representative from the Commission on the Status of Women. The Board of Supervisors did not complete resolution process on this item.

Discussion regarding addition of 5 neighborhood seats. A request, both from Laura and Carrie, for more detail as to process behind selection for the addition of the seats, as well as the selection criteria for the individuals for the seats. George offered the clarification that these seats would be held for areas impacted by homelessness and those that demonstrate a wide interest in the issue. Neighborhood seats will bring representation to the Board from other areas of City not yet represented. Candidates will be selected for their own area of expertise, as well as their ability to work in the larger picture, as all Board members before have been selected. George doesn't wish at this time to have the neighborhood seats limited to a narrow range.
Laura requested another seat for non-profit housing, given the Board's commitment to housing. Also requested was the follow through on the Commission for the Status of Women seat and the advocate for the physically disabled seat.
Subcommittee needs to reach consensus on seat number and type. No decision reached.
6.) Nominating process
It was confirmed through the Mayor's Office that appointees to the Board continue to serve until reappointed or notified by the Mayor or Board of a new appointment. So all Board members need to continue to serve until notified, unless they resign.
Suggestion was made that co-Chairs write a letter to the Mayor requesting immediate appointment to Board. The co-chairs and George Smith agreed to meet before the next Board meeting to discuss nomination process.

6) Adjournment at 2:30 PM.

Next meeting of steering subcommittee of Local Homeless Board to be:
Tuesday, February 22, 2000, 25 Van Ness Room 720. Noon.
Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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Local Homeless Coordinating Board Steering Committee Meeting
February 22, 2000
25 Van Ness, Room 720, noon to 2 PM

AGENDA

I. **Proposed action:** *Clarify board seat structure in relation to Resolution 926-99.

II. **Proposed actions:** Appoint adhoc membership committee to review nominations to Local Board

III. **Proposed action:** Develop a plan of action for Opposition to Proposition E.

IV. **For discussion only:**
   A. Selection of Prioritizing Panel
   B. Role of the Board and Conflict of Interest

V. **Proposed action:** Creation of next months agenda for full Board meeting

VI. **For Discussion only:** Updating by-laws to officially reflect names of dissenting voters and to update by-laws on seat number and type.

*Documents will be available at meeting.

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD
STEERING SUBCOMMITTEE MEETING
Tuesday, February 22, 2000, noon
25 Van Ness Ave, Room 720, San Francisco, CA 94103

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1) Call to order
The regular meeting of the steering subcommittee was called to order by co-chair Rita Semel at 12:12 PM.

Present: Rita Semel, Johanna Keeley, George Smith, Carrie Dipman, Bonita Davenport, Yulitza Peraza, Laura Ware, Eugene Coleman, Barri Grenall, Michelle Magee/Darryl Chan from Harder Company Community Research

2) Agenda was amended to include presentation from Harder and update on Workforce Investment Board. Times were allotted for each agenda item.

3) Presentation from Harder & Company
Michelle from Harder & Company presented a progress report on the Continuum of Care Gaps Analysis. The Gaps Analysis is updated yearly. This effort represents the first time the City and DHS have attempted an in-depth look at the numbers the City is using in the Gaps Analysis and why. The purpose of the progress report is to for Harder & Company to seek help, guidance and recommendations, both for data collection, sites used and assumptions. The Gaps Analysis is a chart that shows the estimated need versus the service inventory. Michelle asked for help in reviewing the service providers listed in the draft from Laura and Carrie. Every county does their Gaps Analysis differently. The most important feature is that we can explain and justify our numbers of how we are counting homeless and who we are considering homeless. Harder would like input on how best to gather data. SF's past Gaps Analyses are difficult to understand, as the numbers don't appear to be attached to any sort of specific formula.
This progress report is meant as a starting point. Michelle expressed Harder's willingness to work together to bring the numbers up to speed. The proportions in the report come from HUD guidelines.
George asked why the City doesn't have any numbers? Bonita replied the City had lots of different numbers but no set rationale for gathering and presenting data. Bonita notes the City did nothing like this last year and usually makes up numbers under the gun. So, this is tremendous improvement from last year and still, only a starting point. All parties were invited to DHS this Thursday at 10 AM to meet further with Harder staff to discuss assumption in report. The Board recommends that no matter what numbers are used; that the explanation be clear.
The assumptions from the report were reviewed. HUD numbers are the most recent numbers. HUD got their numbers from the service providers APR reports. The Board would like to see those reports. Harder uses the HUD numbers because they have no other. If other local numbers appear, they will use them. Laura suggests looking at CHAZ for updated numbers. The assumption on #3 seems low for families. HUD doesn't count children. If a number includes children, it becomes more like 30%. The Board would like Harder to keep in mind that these numbers will be used for a broader function than McKinney and if possible; have the numbers represent a broader perspective. The Board would like the phrase permanent supportive housing to be used in the assumptions.

Another county simply counted their homeless and said that's how many permanent housing units they needed. Very simple.
Harder would like a Local Board member with expertise on these sorts of numbers to provide technical assistance if one is available with that expertise. Recommendations for more accurate numbers were made to Domestic Violence Coalition. Specific Board members such as Jennifer Friedenbach, Sam Cobbs and Jennifer Grant may have information. For HIV numbers, recommendations included AIDS Foundation and Project Open Hand.

4) Workforce Investment Act
Carrie Dipman went to a public meeting sponsored by the Private Industry Council. PIC reviewed written public suggestion and it wasn't appropriate for Carrie to offer public comment. They recommended that the City have a Local Board based on federal regulations and that later on, they will take specific recommendations for two local seats. Carrie reports that Board needs to select the candidate for that Board and to make sure no conflict of interest is at play.

5) Clarify Board structure in relation to Resolution 926-99
Johanna reviewed the current legal Board structure, highlighting the changes that the resolution caused in seat number and type. Of note were the removal of the two at large seats and the broadening of a service provider seat to be health, HIV and harm reduction and an advocacy seat was broadened to include both physical and mental disability. It was noted that although the Board had approved a seat for the Commission on the Status of Women, it was never passed through the Board of Supervisors. Laura advocated again that we still need more housing expertise on the Board to reflect the Board's priority of housing.
Johanna will add the pending members of Sam Cobbs, Marc Schwartz, Rebecca Brockett and Lew Lillian to list, as they are to be considered returning members. It was noted that the change in structure put Marc and Rebecca in the same seat. The renomination is automatic unless there is serious concern.

6) Membership Committee
Rita reestablished the membership committee to examine the current nominations and make recommendation to both the Board of Supervisors and the Mayor. The membership committee includes Rita, Carrie Dipman, Michael Bennett, Jacky Bloom, Ramona Woodruff Benson and James Brady. Johanna will contact and meeting was set for Friday, March 10th at noon at 25 Van Ness, Room 720.

7) Prop E
Rita and Laura will write an Op-ed piece on behalf of the Local Board. Gene suggests the Local Board may want to participate in a coordinated way with some of the projects already happening. To help with phone bank, contact the Coalition.

8) Selection of the Priority Panel
DHS sent out a letter last November to last year's members. This just had the conflict of interest form. They have no list yet available. Last year, it was divided by categories with no more than 4 proposals for each reader. The process appeared to work well for the employment programs. It was agreed not to just ask Board members for ideas for priority panel members, as that had a poor response. It was suggested and agreed that at next Local Board meeting, each member would be asked to identify 3 people as potential panel members. There is a need for more service

expertise. Time commitment is about 20 hours. From each group, hopefully, we will identify a member with disability and cultural competency expertise.

9) Conflict of Interest

When and how should a conflict of interest be declared? Would it be appropriate for members with a conflict to only speak under public comment? That could be difficult to facilitate. George suggests anyone with a conflict of interest should be excluded. It was noted that would remove a majority of the Board. What do other Board's do? They leave the room; they also sign a conflict of interest form. It has to made clear that conflicted members not only don't vote but that they don't influence the vote either.

If it's just guiding policies and not specific programs, then all could participate. Essentially, the whole Board process should be monitored from end to end. Conflicts need to be declared at next meeting. Board members with a conflict can participate in the process but nothing specific on the prioritizing panel.

10) Change in by-laws

We will need to form a subcommittee to review changes in by-laws. In meantime, Johanna will record for each vote, who declined to vote and who dissented.

Adjournment at 1:50 PM.

Next meeting of steering subcommittee of Local Homeless Board to be:
Tuesday, March 21, 2000, 25 Van Ness Room 720. Noon-2 PM.

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

Local Homeless Coordinating Board Steering Committee Meeting
March 27, 2000
25 Van Ness, Room 720, Noon to 2 PM
AGENDA

I. **For possible action**: Follow up on Gaps Analysis on McKinney 2000

II. **For possible action:** Follow up on written guidelines for prioritizing panels members and agenda for training on April 5, 2000

III. **Update from Harder and Co.**

IV. **For discussion only:** Orientation of new members to Local Board.***

V. **For discussion only:** Follow up on declaring a state of emergency in San Francisco for housing.

VI. **Agenda** for next full Board meeting on April 10, 2000

VII. **For discussion only:** Updating by-laws.

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD
STEERING SUBCOMMITTEE MEETING
Monday, March 27, 2000, 2000, noon
25 Van Ness Ave, Room 720, San Francisco, CA 94102

1) **Call to order**

The regular meeting of the steering subcommittee was called to order by Gene Coleman, at 12:25 PM.

Present: George Smith, Bonita Davenport, Laura Ware, Eugene Coleman, Barri Grenall, Michelle Magee/Darryl Chan from Harder Company Community Research, Johanna Keeley,

2) **Harder and Co.** Michelle from Harder and Co. again reviewed the assumptions of the GAPs analysis. When should the GAPS analysis be done? We need to have a draft ready for priority panel on April 5. Bonita thought that the guiding principals from the Board would be informed by the GAPS analysis. Barri asked if we could add a percentage column to the chart? Does that make it cleaner? Keep in mind that this is a point-in-time analysis, not a trend analysis. It may be helpful in the future to do a trend analysis to see how the numbers change. We need to consider the audience for this document versus the actual situation in San Francisco. The Board recommends that Harder create some recommendations and the Board will look at it. Michelle from Harder will get documents to Johanna to distribute before the Continuum of Care subcommittee meeting on April 4th, 2000. This same document will be presented to Priority Panel on April 5.

   George announced that his office will be doing a homeless count before the McKinney is due this year. He plans on counting street homeless and shelter homeless. He's going to try and capture all the shelters; even the non-City contracted ones.

3) Laura reports having asked for guidelines on the priority panel to be provided. A long discussion ensued about responsibilities on the McKinney process. Work was done on written guidelines last year afterwards to help this year. A discussion was had about what exactly written guidelines are. Johanna had them from last year and distributed them. Guidelines are thought to be the important things to keep in mind while reading proposals. The principals should be informed by the scoring sheets; plus the two points from Friday's policy meeting. Johanna agreed to do a draft, run it by Laura and have it for the technical team by Friday. Recommendations from Pam were to keep the focus-how to take the ideal ranking and fit it into McKinney ranking so that every dollar is used. The readers should be looking for key principals. The Local Board will articulate these in written guidelines and how it fits into GAPS analysis and Continuum of Care.
4) Pam David reviewed the process for the priority panel for the Board's knowledge. The priority panel will meet as one group on 4/5. They will then be broken into three smaller components: Permanent, Transitional and Supportive Services for the project of ranking. Laura wanted to know why employment had been removed as a subcommittee and folded into supportive services. Laura recommended that these explanations for the process be made explicit. The Board agreed with the process of the three subcommittees and had previously approved the rating tool. They also approved the two verbal principals articulated at Friday's Policy meeting. The selection of the Priority Panel was then discussed. Laura suggested point people for each subcommittee. Bonita reviewed the draft agenda for the April 5th training.

Together, the panel members were reviewed and those with conflicts were removed. It was agreed to have more panel members to represent veterans, foundations, business and consumers. Bonita to recheck any potential conflict with Barry Hermanson. The Local Board wanted to know the thoughts behind selection of Panel member. The technical team was looking for balance in the readers. Do we still have time to get someone from the Low Income Housing Fund? Still want a Foundation person, as well. Pam and Kim will make calls this afternoon. Is Marc appropriate for panel? So, all agree to more representation from consumers, housing, foundations, vets and HIV/AIDS.

Back to review of agenda:

Does the priority panel figure out tiers and amounts? No, Pam says, the technical team should do that. The Panel will give the priorities to the Local Board and the technical team to fine-tune them so that no dollars are 'left on the table'. Perhaps a few non-conflicted Board member could be at technical team meeting? The Priority Panel will do ranking based on info Local Board and City provides then that ranking will be tweaked to best match the recommendations from the technical team and the wording of the NOFA. Pam acknowledged this process must be completely rethought for next year. A final comment that we all need to cautious to not overwhelm panel with a lot of details. The Technical team can add that layer.

Timeline: To streamline the process, the priority panel schedule was revised. They will meet on the 5th, read the proposals from 5th-12th. They will then meet from the 12th-14th to discuss. The Priority Panel will meet as a whole on 4/25. Then the technical team will review on 4/28 and it will be presented to the Local Board on 5/3. **Motion to accept priority panel schedule? Accepted**

Agenda for full Board meeting:

The following items were placed on the agenda for the Local Board meeting on April 10-
Authorization of the priority panel
Orientation for new members/timeline for seating of new members
Special meeting call for 5/3 to hear Priority Panel recommendations
Discussion and possible action on recommendations for MOH NOFA
Front-end redesign.

Adjournment at 2:40 PM.

Next meeting of steering subcommittee of Local Homeless Board to be:
Monday, April 24, 2000, 25 Van Ness Room 720. Noon-2 PM.

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Local Homeless Coordinating Board Steering Committee Meeting
April 24, 2000
25 Van Ness, Room 720, Noon to 2 PM

AGENDA

I. **For dicussion and possible action:** Methodology for communication between Local Board and City Departments

II. **For possible action:** Consideration of letters of support for Orlando House and the Haight Ashbury Work Station****

III. **For discussion and possible action:** Review of attendance records.

IV. **For possible action:** Orientation and training for new Board members***

V. **Agenda** for next full Board meeting on May 8, 2000

VI. **For discussion only:** Updating by-laws.

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD
STEERING SUBCOMMITTEE MEETING
Monday, April 24, 2000, Noon-2 PM
25 Van Ness Ave, Room 720, San Francisco, CA 94102

1) Call to order

The regular meeting of the steering subcommittee was called to order by Laura Ware at 12;13 PM

Present: George Smith, Seth Catzman (Conard House), Tom Martin, Sam Cobbs, Barri Grenall, Gene Coleman, Susan Lakeman (Haight-Asbury Way Station), Johanna Keeley,

2) Item 1 Postponed

3) Letters of Support

Susan Lakeman presented the **Haight-Ashbury Way Station** for a letter of support. It is the concept of a neighborhood drop-in center. They have no site as of yet. They have strong and well organized opponents. They have letters of support from MCC, Haight-Ashbury Food Program, Palm Springs Human Rights Commission, Urban School, HANC. They wanted a broader work group from HANC and wanted non-HANC members. In a perfect world, the Way Station would be like the switchboard from the 60's. No funding as of yet, just a concept.

Concerns were raised over how well this group represents the community as well as the name. How is program linked in the Haight?

Susan says the group is building consensus now, although true consensus will never happen in the Haight. One Board member is medical director at Clinic. The Way Station is going to all the opponents meetings.

More questions were asked with regards to links to faith community, police captain, Jim Dudley? St. Agnes? The Station is not formally linked to youth services; youth is a part of what they hope to do. The intention of the Way Station is to include, not exclude. They would like to have storage, communication, voice-mail, address, bathroom, showers, 24-hour access.

It was suggested that the group may want to focus on smaller pieces and be more specific. Siting will be a big issue. MOOH is willing to help with that.

Gene suggested that the Board support the concept but when it comes to funding that will be difficult in a split community. It was suggested to have more formal links with providers already in community, such as Hamilton Family Shelter or Huckleberry House.

The question was called and the Local Board voted unanimously to support Way Station in the Haight as a concept to ameliorate homelessness. The Board would like to see the concept as it develops.

Sam Cobbs presented **Orlando House** for a letter of support. Larkin will be operating similarly to Hospitality House. They are going through the licensing process now. They will also be renaming it. Currently, there is a big gap in services for underage youth. Diamond Youth shelter has been taking a more transitional role since Orlando House closed.

For clarity, the Board wanted to know if Larkin Street wanted a letter of support for the licensing or the transfer of the McKinney grant. Sam hoped the Board could do both. The Board can do the license. The Board then voted on the question of support for the liscening for Orlando House, and in the event of McKinney funding, would support the transfer of funds from Hospitality House to Larkin Street. Passed unanimously with Sam Cobbs abstaining.

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4) Communication between Local Board and City Departments

This topic developed from the shelter redesign presentation. The discussion was framed as to how to link City Departments and Local Board so there isn't parallel process.

Gene began the discussion with the authority given to the Board as its inception. The Board is to advise, to give input and recommendations to policies and funding recommendations for the City. The Board cannot do this is they don't know about policies in development. The Board's recommendations are part of the process. The Board understands they are the advisors, not the decision makers. The Board would like to find a way to advocate that all departments developing policy be brought to the Local Board; either new policy or a revision of existing policy.

A suggestion to use the departmental reports as method for effective communication.

The discussion focused on at what phase of planning would the LB like to have input?

The Board should develop it's own process but may want to model on the CBO process of nothing adopted as policy until it's been presented to community. We need to develop our own map. What exactly does 'community', 'public information' mean to this process? How does this interact with Sunshine law and City Attorney?

This isn't a new issue; the shelter redesign just brought it up again. The fundamental question remains of when does policy come before the Board? There needs to be good will and trust from both sides. Additionally, having all members of City Departments present so that there can be accountability as well.

It was established that everyone at the table agreed the Board should review a policy before it is enacted and be a participant. The Board needs to move from a reactive role to a model of positive response.

It was suggested to create an 8th Continuum of Care subcommittee, which would address issues of communication and policy presentation between City Departments and the LB. Voted and approved. Sam Cobbs and Tom Martin volunteered to co-chair. This will be presented to full Local Board on 5/8 to schedule and ask for participation.

Funding for staff for the Continuum of Care was discussed. MOCD is looking into funding and the Board decided to look into unspent McKinney admin dollars.

The question was raised if the LB should draft a letter to DHS asking for an accounting of the McKinney admin dollars leftover for this year to used for the possibility of staffing the Continuum of Care process? Approved and placed on full Board agenda.

5) Attendance

It was reviewed how the Steering Committee reviews attendance records. The Steering Committee, according to the by-laws, can ask for a resignation if a Board member has missed 3 consecutive meetings. The next Steering Committee will review attendance records from January to April 2000.

6) Orientation and Training for new Board members

It was recommended that training and orientation be open to all members of the Board, regardless if they are 'old' or 'new' members. It was recommended that there be two training meetings; one internal and one external. The external one would be 20-minute presentations from each department that has a focus on homeless programs. These presentations would include: Steve Sach, HUD, MOCYF, MOOH, MOH, DHS, MOCD, DPH. Each department will do a 5-minute presentation with 10 minutes for questions.

Internally, Laura Ware volunteered to staff a meeting in mid-May with another long-time Board member. This would cover the Continuum of Care, by-laws, rules of order, history of the Board, etc.

6) Agenda for next Board meeting

Formal presentation of McKinney Ranking
Farewell and welcome to old and new Board members
Funding committee-strategy for funds other than McKinney
-Strategy for non-funded 2000 McKinney projects
Recommendations for MOH NOFA
Steering Committee-letters of support
-Continuum of Care additional communication committee
-Orientation and Training
By-laws
Policy -Shelter Redesign

7) By-laws

By-laws need to updated due to change in Board structure as well as a general update. Johanna will have draft for 5/8.

8) Public Comment

Marc Schwartz questioned where the follow up was to the State of Emergency for Housing. It was on the Steering agenda last month but wasn't discussed. Laura informed the group that the language of 'state of emergency' is very specific and can only be declared by the Mayor or Director of Medical Services. It means legal steps. As the Board, we could do it but we'd have to change language. It was moved to policy committee for May.

Adjournment at 2:40 PM.

Next meeting of steering subcommittee of Local Homeless Board to be:
Tuesday, May 23, 2000, 25 Van Ness Room 720. Noon-2 PM.

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

Local Homeless Coordinating Board Steering Committee Meeting
Tuesday, May 23, 2000
25 Van Ness, Room 720, Noon to 2 PM
AGENDA

I. **For discussion and possible action:** Plan of action for requesting consulting and staff for Continuum of Care process

II. **For action:** Conflict of Interest Form****

III. **For discussion and possible action:** Board governance-attendance records, co-chair election process

IV. **For action:** Orientation and Training of new members; including expectations and Board decorum****

V. **Agenda** for next full Board meeting on June 12, 2000

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD
STEERING SUBCOMMITTEE MEETING
Tuesday, May 23, 2000, Noon-2 PM
25 Van Ness Ave, Room 720, San Francisco, CA 94102

1) Call to order

The regular meeting of the steering subcommittee called to order by Laura Ware at 12:15 PM

Present: George Smith, Gene Coleman, Laura Ware, Manny Morales (Board members), Challa, Cesar Cruz (UN Plaza Homeless Project), Johanna Keeley (MOOH)

2) Plan of Action for Continuum of Care process

Laura began with introductions around the room. The Continuum of Care history was briefly described. The original plan was staffed and written by a consultant, Liz Rezner. Liaisons from various departments were also identified and they spent significant time on the plan. Two initial action steps were suggested. Firstly, to write each of the 5 involved City departments, indicating that we are beginning the work for the Continuum of Care. If they haven't yet designated a staff person, we would like them to co-chair a sub-committee and provide a staff to take notes. Secondly, we should investigate what the process was when the City last time.

It was discussed whether we wanted one staff member to do all the subcommittees or have the City departments staff them separately and have someone coordinate them. George Smith said he visualized a coordinator for this position who would oversee the staffing and writing. We would then still need a staff member from each department to take notes and the Coordinator would transform those notes into Sunshine-compliant documents. The Coordinator would provide oversight for the coordination of the meetings and the public posting of all legal documents. The question was raised as to whether the City person assigned to the Local Board would be the same staff member assigned to the Continuum of Care. It was decided that it should be communicated to each department that this would require at least 6 months investment of time. It should be taken seriously. Currently, we have only the MOCD budget but George may be able to explore funds from other sources. It was decided to make the position full time from July 1-Feb, 2001. The rate will be determined. We will need to have a RFQ process. The Mayor's Office on Homelessness has space and equipment. A budget will need to be developed. George will find the old budget from 6 years ago and develop a current budget. Gene Coleman suggested the Board write a letter to Pam David, asking for a full time coordinator and asking for instructions on how to proceed. Johanna will develop the work plan/task description. The letter should be on behalf of the Local Board from the Mayor's Office on Homelessness. The supervision of this position will come from George.

The action plan is for MOOH to get letter to MOCD, MOOH to release RFQ, applicants to MOOH, reviewed by Steering Committee and George. The Committee will make a recommendation and George will make final decision and offer. Goal date is July 1st.

Johanna will create a memo to the Local Board about the process and distribute it with the agenda so that the Board can review the process prior to the Board meeting.

The RFQ should be posted at the Management Center, Opportunity Knocks, Compass Point and the Controllers list. Gene will create a list and it will also be mailed to all homeless contractors. The most important qualifications are exceptional organizational and writing ability. Experience with homeless population is a perk but not primary.

The timeline will be the RFQ out by 6/1, interviews between the 15th and the 22nd.

3) Conflict of Interest forms

Johanna passed around the most updated Conflict of Interest form, which was reviewed by Claire Sylvia, the City Attorney. The Board was asked to decide on what they want a Board member to disclose. The difference between disclosure and disqualification was discussed. Manny asked for more clarity on what meant conflict of interest and that was discussed. Conflict of Interest and disqualification was framed as fiscal relationship where the Board member could gain by the program getting funds. However, the other way around, if a Board member donates to an organization, is a private matter. Should getting services from an agency be disclosed?
Laura Ware suggested three items be added to disclosure. These are if a Board member has 1) volunteered in past 6 months, 2) been a client in past 6 months or 3)is a subcontractor from any applying agency. This would deal comprehensively with disclosure. At a later date, we'll need to discuss disqualification.

4) Board governance

The committee reviewed attendance record and reviewed the attendance policy, as written in the by-laws. The Board can make recommendations for dismissal to the appointing body. It was decided the steering committee would send a letter to the appointing body recommending dismissal and informing them that their seat still remains. We have one Board member who will get a letter.
The election of co-chairs is supposed to happen in March but happened in July of last year. The Board should ask for nominees at next full Board meeting and Rita and Laura will write up a draft of responsibilities. The process will be that names will be submitted to Johanna and the Membership committee will meet to review and will conduct the election at the July Board meeting.

5) Training

The time and place for the two training meetings need to established. The Steering Committee also wishes to address decorum; how members behave during Board meeting. The Board needs to look at how they listen to one another, how they listen to the public; how do they ensure everyone uses their voice, and how to they hold themselves to standards of behavior. Gene agreed to look into written documents on Board decorum. This would have to go through the Board process for agreement. Once approved, the co-chairs will take responsibility for enforcing rules.
This led into a discussion about a room change to perhaps 555 Franklin. It's a bigger room, a round table and more conducive to the number of Board members we have.
It was decided to have the internal training on June 20th from 10-noon and the external training on June 27th, from 10-noon. Both meetings will be 25 Van Ness, Room 330A.
Johanna will distribute ASAP a memo about the training dates.

6) Agenda for Board meeting

- Consulting plan for Continuum of Care
- Attendance-discussion
- Rule of conduct-discussion
- From funding, advocacy letter to state-action
- Conflict on Interest-action
- Training and orientation-action
- Election of co-chairs-action.

Meeting adjourned 1:58 PM.

Next mtg of steering subcommittee: Monday, June 26, 2000, 25 Van Ness Rm 720. Noon

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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STEERING SUBCOMMITTEE
Thursday, June 22, 2000
25 Van Ness Ave, Room 720, 3 PM-4:30 PM
AGENDA

1. **For discussion and possible action:** Co-chair election process and appt. of nominating process

2. **For discussion and possible action:** Outreach for the Continuum of Care subcommittees

3. **For discussion:** Plan of action for requesting consulting and staff for Continuum of Care process

4. **For action:** Agenda for next full Board meeting on July 10, 2000

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD STEERING SUBCOMMITTEE MEETING

Thursday, June 22, 2000, 3 PM
25 Van Ness Ave, Room 720, San Francisco, CA 94102

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1) Call to order

The regular meeting of the steering subcommittee called to order by Rita Semel at 3:20 PM.

Present: George Smith, Gene Coleman, Rita Semel, Johanna Keeley (MOOH)

2) Co-chair election and nomination process

The process recommended by the full Board was a two-month extension of the co-chair positions. This would change the timeline to nominations in July, elections in August and the new co-chairs sitting in September. Last years process was that only Laura and Rita were nominated at the Board meeting. They took nominations from the floor and wrote their votes on paper. The bylaws only state that one of the co-chairs should be formerly homeless. Two processes were discussed. The first was the entire Board could be canvassed for suggestions to create a slate for July or the idea of nominating committee could be revisited. The Steering Committee could serve as the nominating committee, in light of the timeline.

Various scenarios were discussed about how the process could work. It was agreed the process must be public and it should ensure that those that were most qualified for the position would be selected. A fair and effective method must be found. It was also agreed that the Board should take a more active role in encouraging and training people who may be interested in chairing the Board to gain those skills.

It was agreed that the following would be used to describe the qualifications for the Board: "Good self-control, good humor, and a thorough knowledge of the Rules of Order, the Bylaws, the Standing Rules and the Constitution of the organization." This came from a book about committees Gene Coleman had.

The following was agreed to and Johanna will prepare a memo of this for the general mailing of the agenda for the next Board meeting.

- A memo will be included in this month mailing saying that at the next Board meeting, they will be asked to nominate. Nominees will be asked to speak for two minutes about what qualifications they bring to the job. If a Board member cannot be present in July, they should forward their recommendations. A Board list will be included The Steering Committee will meet to review the nominations and make a recommendation but Board members can vote for whomever they wish.
- The nominations will be publicly made at the July meeting. Self-nominations are accepted and each candidate will be allowed to speak.
- At the July Steering Committee, the names are reviewed to determine if it's a match with the needs of the Board and responsibilities of the co-chairs. They will reevaluate the nominations against the necessary qualifications.
- A vote at the August meeting where each Board member writes their choice. Johanna collects the votes and the co-chairs announce the positions.
- New co-chairs assume responsibilities at September Board meeting.

3) **Outreach**-This item was discussed at Policy Meeting

4) Consultant for Continuum of Care.
The request for qualifications has gone out and been made public. The Board hopes to have a consultant by mid-July.

5) Agenda for next Board meeting.
From Policy: 150 Otis support document, outreach letter for participation in the update.
From Funding: Shelter Plus Care advocacy letter, State Budget and unfunded McKinney projects
From Steering: Co-chair election process, RFQ Update, bylaws update, Carol Migden thank you letter (cc'd to Mayor and leader of the assembly)
For discussion will also be Guerrero House.

Meeting adjourned 4:30 PM.

Next mtg of steering subcommittee: Monday, July 31, 2000, 25 Van Ness Rm 720. Noon

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING SUBCOMMITTEE
Monday, July 24, 2000
25 Van Ness Ave, Room 720, Noon- 2 PM
AGENDA

1. **For discussion and possible action:** Co-chair nomination review and recommendation
2. **For discussion and possible action:** Consideration of recommendations from Communication committee***
3. **For discussion and possible action:** Consideration of focus group recommendation from Integrated Health Subcommittee***
4. **For action:** Agenda for next full Board meeting on August 14, 2000

***Documents available at meeting

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD STEERING SUBCOMMITTEE MEETING

Monday, July 24, 2000, Noon-2 PM
25 Van Ness Ave, Room 720, San Francisco, CA 94102

1) Call to order

The regular meeting of the steering subcommittee called to order by Laura Ware and Rita Semel at 12:15 PM

- Present: George Smith (MOOH), Gene Coleman (MOCD), Gail Gilman (Bridge), Johnny Baskerville (Swords), Laura Ware (CHP), Rita Semel, Manny Morales (UN Plaza). Non-Board members present: Johanna Keeley (MOOH), Joseph Burns (UN Plaza).

2) Focus group recommendations

This agenda item was considered first, in order to give time for others to arrive. As neither of the co-chairs from the Integrated Health committee were present, Gail presented the memo recommending a process for focus groups. The idea is to create a general design but also have some neighborhood specific topics to be addressed. The request is for the entire Board, not just the subcommittee, to become involved with the groups. The group estimated a budget of 500-600 dollars. The money issue will need to be explored. The focus group should stay small enough to be manageable. George suggested identifying community members from each of the neighborhoods to be identified and for this to be done in partnership. The neighborhood seats on the Board could help facilitate this process. There needs to be a distinction between consumer input and neighborhood/community input. Laura suggests the committee continue to develop the goal of the groups and a clearer focus. It was suggested to have the focus group deal with input into key areas of the Continuum. For community input, it was suggested to have the monthly meetings of the Local Board in various neighborhoods, in order to gather input about the Continuum. The Board could dedicate 4:30-5:30 to hear public comment specific to each neighborhood. The Board could identify those issues ahead of time and make them available so that public comment would be in those areas. The suggested schedule was:

September/Bayview	October/Visitacion Valley	November/Mission
December/TL/SOMA	January/Haight	February/Western Addition

All present voted in favor of this to be presented at the next full Board meeting. Johanna will follow up with the Integrated Health co-chairs to get more specifics on the focus groups.

3) Co-chair election process

The nominees were reviewed. The idea of this agenda item was to have a more frank discussion about the responsibility and roles of the co-chair. The co-chairs have to have the ability to put aside personal opinion and style to move the process forward. It's both the beauty and the challenge of the job. The Board is at a critical point in its development. It is being taken a lot more seriously, therefore has more responsibilities and more information to manage. The nominees were offered a few minutes to speak. Johnny Baskerville stated he accepts the nomination, although he is disappointed more members who have already served term didn't step up to the challenge. He asked for the support of the exiting chair. He has some trepidations but not fear. Rita Semel stated she has the experience and she cares deeply about this issue. She feels she is good at facilitating and at chairing meetings. Gail Gilman asked if this was the appropriate time to make two requests. She requested meetings go until 6 PM, as the Board often doesn't get to the end of the agenda. She also requested that the co-chairs no longer also sit as the co-chairs of the Funding or Steering committee. The Board should diversify the responsibility. The first

item was not passed on but the second item was placed on the next Board agenda for discussion and possible action. The Steering committee also recommends that the nominees be given two minutes to speak at the full meeting before the votes. Nominations will still be accepted from the floor. Sam Cobbs was not present to speak for his nomination.

4) Recommendations of the Communication committee

The key areas this committee was really trying to get at was accountability and good faith. The Board needs to work towards trust and partnership with the City. Gene thought communication would be more than just monthly reports but making sure the Department heads were on line with the Board process. It was clarified that the intention of the first recommendation was not to have a standard report but that all departments would speak to their current activities and planned activities in the future. It was suggested that this committee get all the notes from the last retreat as a lot of this work has already been done. George feels we can do more with a retreat than last year. It was pointed out that if we are still saying the same things, clearly we aren't communicating well. It would be a nice idea to have an annual retreat. All agreed September was too soon to be able to pull it off. The original idea of this committee had been to cement the Board as a part of the legislative part of government and that appears to be still vague and unresolved as to when the Board gets information. Suggestion one of the memo deals with just information, not the input process. At what formal point does the Board provide input to the City, Departments, Board of Supervisors, etc? The current department heads may also not understand the relationship of the Board to the City as some of them weren't there since the Board was formed. The Board has a lot more credibility than it did two years ago. It was suggested to clarify and recharge the Communication committee. This committee should develop both formal and informal action plans. This committee may even need to become a standing committee. The charge to this committee will be: **Recommendations on a process for how the Local Homeless Board becomes a formal step with the governmental bodies (City Departments, the Mayor, Commission, The Board of Supervisors) and steps needed to implement this process. These recommendations will be forwarded to the Policy committee for development of a work plan.**

All City departments will need to be at the table for this committee to do its job because key people were absent from the table so far.

5) **Agenda for next Board meeting on 8/14.**

- Election as an action item
- Different co-chairs on standing committee rather than the co-chairs of the whole Board
- Focus group recommendations
- Community meeting recommendations
- Continuum of Care update in terms of committee reports, consultant, etc
- Rules of Decorum
- Discussion only: report on 150 Otis.
- Report back from McKinney technical Team
- Roundtable with City Departments at next funding meeting.
- WIB follow up

Meeting adjourned 1:58 PM. Next mtg of steering subcommittee: Monday, August 28, 2000, 25 Van Ness, Rm 720. Noon-2 PM.

Johanna Keeley

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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STEERING SUBCOMMITTEE
Monday, August 28, 2000
25 Van Ness Ave, Room 330A, Noon- 2 PM
AGENDA

1. **For discussion and possible action:** Discussion of appointment of chairs for standing committees; funding and policy.

2. **For discussion and possible action:** Orientation of the Continuum of Care committees to consultant team.

3. **For discussion and possible action:** Status of 'focus groups/input meetings' for input from consumers into Continuum of Care process.

4. **For discussion and possible action:** How to assist chairs of Strengthening Shelter in coordinating time for consumer input?

5. **For discussion and possible action:** How to ensure diversity/cultural competency is being covered by all committees?

o. **For action:** Agenda for next full Board meeting on September 11, 2000

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD
STEERING SUBCOMMITTEE MEETING
Monday, August 28, 2000, Noon-2 PM
25 Van Ness Ave, 3rd floor, San Francisco, CA 94102

1) Call to order

The regular meeting of the steering subcommittee called to order by John Baskerville and Rita Semel at 12:10 PM

Board members present: George Smith (MOOH), Gene Coleman (MOCD), Gail Gilman (Bridge), Johnny Baskerville (Swords), Rita Semel, Manny Morales (UN Plaza), Michael Bennett (Beacon), Anne Kronenberg (DPH), Sam Cobbs (Larkin), Yvette Robinson (TNDC), Joyce Miller (FRD/COH), Barbara Brown (United Council), Jennifer Friedenbach (COH), Joel Lipski (MOH), Kate Durham (DHS), Rebecca Brockert (Toolworks)

Non-Board members present: Darin Lounds (Conard), Johanna Keeley (MOOH), Michelle Magee (Harder), Claire Nolan (Harder), Lydia Ely (Harder), Wendy Phillips (BAHP)

2) Appointments of co-chairs for standing committees

Rita announced that Laura Ware indicated she would like to continue as chair of the Funding Committee. George Smith and Gail Gilman volunteered and were approved by the Policy Committee as the new co-chairs. No objections were raised and the recommendations will be carried to the full Board meeting.

3) Orientation of the chairs of the Continuum to the consultants

Rita introduced this item as perhaps being the most important of all the meetings. This items is to help clarify the process for everyone and see how all the parts can fit together. She also introduced Wendy Phillips, a social work intern from SFSU, under Roma Guy, working at Bay Area Homelessness Programs. She will be helping with the Continuum of Care (CoC) update. It is not yet clear what exactly her role will be. Michelle Magee from Harder then presented where the team is at. The first step was to attend all the committee meetings, which they have done for the exception of Prevention. All the committees are roughly in the same place. The consultants hope to provide for all the committees a written review of where the work is at. For example, for the Housing committee, they provided some documents condensing information from the Consolidated (Con) Plan and other sources to provide some comprehensive background to the committee's work. Michelle encouraged everyone, as her team will, to read and use the HUD guide to Continuum of Care planning from 1996. The consultants will be preparing process questions for each committee to move from addressing the old action steps to identifying gaps and barriers to developing new action steps. An example of this would be "Where is the overall system currently, not just what are the answers to the previous action steps". This will help each committee map out where the system currently is and where they want it to be in 5 years.
The big question and one that each committee is talking about is monitoring and tracking. How do teeth get put into the plan with no budget attached? Lydia pointed out that they are looking for the problem areas and confusing parts now so that they can be addressed in the work of the committees. If we are going to change things, the committees should lead that work. It was pointed out that the consultants, as the writers of the plan, aren't creating policy and procedure. They are writing the work of the committees. It is their intention to provide drafts of the CoC as we go along so that issues with how the document looks can be addressed right away. A question was raised at to how the document will be organized. It needs to be different from the first one as it needs to be a work in progress with space for yearly examination. It has to be usable and

streamlined. Lydia was thinking maybe moving a lot of the text to chapter on Environment, for example. A discussion was held as to how monitoring by the Board would look like. One idea is that there would be a CoC standing committee. It was stressed we need to open to discussing the most difficult of issues. Jenny Friedenbach suggested that instead of questions for the committees, there could be a standardized format. A suggestion was for each to committee to identify for each action step, who is responsible for implementation and what is the time. The Local Board will need to be the watchdog on this to make sure it happens.
It was discussed that this document although federal in origin needs to developed with local intentions and locally driven. We can meet HUD requirements with local uniqueness. HUD doesn't require a CoC plan but if we plan on getting any McKinney dollars, we need it and we told HUD we were updating it this year.
A discussion was had as to the format/structure for the update. Some, but not all, of the committees, have no previous CoC chapter. Issues like accessibility and accountability will be crosscutting issues. It will take a lot of effort and coordination to make sure all this gets covered at all the committees. It is both exciting and overwhelming at the same time. If the committees get on the same page, questions could be referred from one committee to another to make sure an issue has been given focus. For coordination, Harder will be distributing relevant parts of this year's McKinney application, as well as the GAPS analysis they did earlier this year.
How will the Local Board make sure all the important populations are addressed? It is critical at this part how we organize ourselves. We do have elements in place but specific groups have information that we will need to get at and 3 months is in no way enough time. Suggestions included more committees to focus on specific populations, maybe with reps from the committees present. Maybe add seniors and youth to families? The family group is families in shelter only. Populations that need to be specifically addressed in the plan include youth, seniors, families, physically or mentally disabled, those effected by substance abuse, sexual orientation, gender preference, ethnicity, immigrant status, neighborhoods, HIV status, veterans, monolingual. Joint meetings between different committees could be problematic or overwhelming. Harder volunteered to organize the information according to various populations and provide that information to the Board so that oversight can be provided to make sure nothing is missed. George commented that room should be left in the document for the Board to come back and fill in blanks if necessary. The Board could also identify areas that need investigation and attention and mandate that as part of the CoC plan. The format could be designed so that if a committee can't get to an issue, at least the Board will know about it. Gene Coleman suggested that once the CoC plan is completed, it could be considered the bones of the Board and the Board could reorganize according to its structure. The Board committee work would be 'the meat on the bones'. This is too big for each committee to have time to adequately deal with it.

4) Focus group recommendations
Michelle presented the focus group idea lead by the Integrated Health and Human Services committee (IHHS). Michelle laid out the plan, according to the memo she passed out. Harder will be working with this committee to complete these groups. She also proposed a series of community meetings, based on the MOCD/Con Plan style. IHHS proposed 6 consumer specific focus groups in 6 identified neighborhood to be held last week in Sept and the first week in October. Questions will be derived from the suggestions of the committees and will be designed to be conversation style. Each group will have 2 facilitators and 2 note takers so that the group

can break into two if need be. Meals and a 15 dollar incentive are recommended. IHHS already received questions from Civil Rights, Information Systems and Housing. They are asking for help from the other committees for note taking and facilitation. Harder will be sorting through the information and getting it back to the committees. Michael Bennett said that he feels that only homeless or formerly homeless people should facilitate. Could COH provide facilitators? Anne reported her group hadn't considered that aspect of the group yet but would consider it. Kate Durham from the Strengthening Single Adult Shelter committee reported they were doing 8 groups over the next 2 weeks and were having a homeless/formerly homeless person at each as a co-facilitator. They are also doing a homeless survey, to ensure multiple methods will be available to homeless people to provide input. Jenny F. suggests adding the following sites and groups: Clinic Advisory Group, Tom Wydell Advisory Board, shelters, certain street sites like UN Plaza, Glide, Vehicular Housed Group, the Iroquois at CHP. People like Pat Harrison from Glide she is sure would help organize. How will IHHS ensure a fair mix of people? Johanna reported that the committee intends on asking 3 or 4 service providers in those neighborhoods to identify clients.
A discussion was held about the incentives. The IHHS committee felt food was the first priority. The proposed budget for food and incentives would be $2,200. The Board votes on whether or not to include cash incentives in their focus groups. All voted yes with George Smith and Sam Cobbs voting no.
As to the idea of community forums, Michelle presented two options: to get input proactively or to get feedback retroactively. Joel Lipski said he was inclined to wait for the forums until the Board had something to present. It was agreed to table the community forums until after the consumer groups. All agreed and it was scheduled for further discussion and planning at the next steering meeting.

5) Strengthening Shelter
Johanna reported she was asked to put this on the agenda from Kim Fergison who got this from Laura Ware from the meeting to develop the work plan for the consultants. Michelle and Kate spoke to the dual nature of the Strengthening Single Adult Shelter committee (SSC). It is doing work both for the CoC 5-year plan, as well as recommendations for the MSC RFP and the unspent DHS funds for this year. Wendy, as the intern, may be able to help with the workload of this committee, which is a considerable amount. It is pretty much full time work for Kate right now. George raised issues of confidentiality and accountability for this committee. Safety, accountability and the way the group works is stressed at the start of every meeting. These concerns are part of the process and this level is conflict being expressed is in some ways good and to be expected for this committee. George expressed concern that people need to be free to provide input without fear of repercussions. Perhaps the survey and the focus groups will provide a safe venue. Also maybe someone to help fill out survey if writing is an issue.

6) Diversity Committee
Lydia reported in her conversations with some Board members that resistance to this committee has been expressed. The Board will need to lead about how high priority this is. A discussion followed as to what structure the Board would use to ensure the recommendations of this committee don't go unheard for 5 years, as it did in the last plan. This is another example of how the Board will build in accountability. There was a discussion as to how the language recommendations that were developed in this committee get carried to other committees. This

step is crucial to be sure that not only the Board is using the same language but has the same understanding of the words. Does the Board even buy in to the existence of this committee? Does the Board or the City agree with what is the DPH definition of cultural competency? The Diversity committee altered the language somewhat but are still working on it. There is more work for this committee to do before they are ready to present their work. A suggestion of having a glossary of words was suggested. How is a standard developed and then how is it adjusted and how are people/departments/agencies held accountable? It was discussed that the Diversity committee would have to make a formal recommendation to the Board, via the Policy committee, to have the Board create a standing Diversity Monitoring committee. George suggests we discuss as a policy issue the diversity and cultural competency training of the Board itself. This issue was referred to the Policy agenda for the next meeting.

7) Agenda for the next Board meeting

The following items were placed on the agenda:

- Role of the consultant with the committees
- Timetable for focus groups
- State of community forums
- Moving the Board meeting to various neighborhoods**
- Discussion of McKinney 2001 and a report from the City Work Team**
- Report from Funding on Department Budget presentations
- Approval of chairs for standing committees

Meeting adjourned 2:20 PM.

Notes taken by Johanna Keeley, Mayor's Office on Homelessness

Next meeting to be September 25, noon to 2 PM at 25 Van Ness, room to be announced.

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STEERING SUBCOMMITTEE
Monday, September 25th, 2000
25 Van Ness Ave, 5th floor, Noon- 2 PM
AGENDA

1. **For discussion and possible action:** Consideration of ADA questions and process for McKinney 2001 applications in regards to what instrument to use, what are the training issues and what is the timing for the review?

2. **For discussion with possible action:** Consideration of the Continuum of Care update recommendations from Harder and Co. consultants.

3. **For discussion:** Planning of community forums for input into the Continuum of Care

4. **For discussion with possible action:** Planning for the rotating of the Local Board through various neighborhoods

5. **For discussion:** Identify Priority Panel members for McKinney 2001.

6. **For discussion with possible action:** Review of attendance records of Board members May through September and plan for mentoring/encouraging participation

7. **For action:** Agenda for next full Board meeting on October 16, 2000

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD
STEERING SUBCOMMITTEE MEETING
Monday, September 25, 2000, Noon-2 PM
25 Van Ness Ave, 5th floor, San Francisco, CA 94102

1) Call to order

The regular meeting of the steering subcommittee called to order by Rita Semel at 12:10 PM.

Board members present: George Smith (MOOH), Gene Coleman (MOCD), Gail Gilman (Bridge), Rita Semel, Anne Kronenberg (DPH), Kate Durham (DHS), Joyce Miller (FRD/COH)

Non-Board members present: Johanna Keeley (MOOH), Michelle Magee (Harder), Claire Nolan (Harder), Winnie Xie (DHS), Yulitza Peraza (DHS)

Kate Durham commented that the co-chairs of the Continuum of Care committees should be present but weren't. Attendance is an issue that will be addressed later in the agenda. Item 1 was tabled due to the Board's disability seats and experts not being present.

2) Continuum of Care update

The committee was referred to the September 6th memo to the committee from Harder and Co. Michelle has meet with all co-chairs. The work plan for the committees seems to be working well. The work plan has already developed into draft sections for housing and prevention. They are working on health and human services. For now, they are going to continue to attend family, housing, prevention and health. These committees are being attended due to the overwhelming amount of content for each. It has taken a lot to move these committees off background and into the creation of actual action steps. The Health committee is also small, doing a lot of work and the income committee has over 20 different action steps. You could characterize this as 'growing pains' for the committees as they move forward. Harder will continue to fill in gaps in the environment even as the committee moves on to action steps. Harder is also providing committees with already identified action steps from both the Consolidated (Con) plan and the 2000 McKinney application.

There was a discussion as to the confusion about who needs to be at the Steering meeting. It this meeting focused on the Continuum of Care or the Board business? As it appears to be both, how does the Board separate the issues? Kate likes Harder's idea of a mini-retreat to address the overarching Continuum of Care (CoC) issues. Kate also suggested designating the first hour for CoC business so it is only a one-hour commitment for the chairs. It was suggested that we continue to move forward in our planning, even though people are missing from around the table. We will need to prioritize what we can do now and make sure we list the rest, so we can come back to it. Again, we need input from businesses; this plan can't be done in vacuum. Gene suggests this can be done and has been done but they don't come to the meetings. Perhaps the input of businesses and neighborhoods can come into the draft plan towards the back end. Steven Blackburn was suggested to bring the document to the small business commission. This type of distribution for feedback was done the last time. The Board will need to work to make that happen and get the message out continuously. Perhaps our business and neighborhood seats can have the assignment of taking the drafts out to their communities for input? It should be introduced as this is the work we have to date; what do people think? More planning is needed for the function of the neighborhood seats as it appears to be unclear.

Michelle returned to the recommendations of the memo. They are waiting the formation of the editorial board, which will oversee the development of the written plan. The last plan had too

many repetitions. These sorts of recommendations can be handled by that group when they form. Michelle supports the idea of a mini-retreat. She believes the timeline of the end of November will work; so do other co-chairs of committees. The most critical issue she sees is the oversight/accountability issue. The Board has to invest time to this. Gene requested some clarification around the Communication committee. It appears the Local Board needs to determine focus and scope; however it isn't direct to the CoC update. This furthered into a discussion of the need to do a task analysis for the Board and reassignment for the committees. Gail said that the policy committee probably shouldn't be looking at the guiding principles or the function of the committee in this light. She'd like help in defining her committee's task. She is also open to canceling the policy meeting this month if there are no agenda items. This is all part of making the Board's structure functional.

Michelle wants the Board to remember youth shelters. She suggests perhaps a one-day forum, maybe organized by our youth seat, Sam Cobbs. Kate would support that effort. Johanna will contact the Youth Commission to try to get some ideas on where homeless youth policy is. Both Rita and George will talk with Sam about this idea.

Michelle recommends and it was accepted by the group to schedule two CoC items for the next Steering meeting. These items will be to develop the underlying principles and to develop a conflict resolution policy. The second item addresses how to handle certain issues and who is specifically in charge of what.

It was decided to have a special meeting of the co-chairs of the CoC on 10/31 from 9-noon to discuss oversight and accountability. We will probably need multiple mini-retreats but this serves as a start. Michelle will write a memo on their recommendations regarding key terms and overlap with the Con plan will be dealt with at a committee level as it appears. Each individual committee has received Con plan steps and information from Harder. George commented that diversity and discrimination need to be on each committee's table, not just at the Civil Rights or Diversity committee. The diversity committee isn't attempting to solve these problems, only to create a process by which communication and conversation can continue to happen. Gene noted that the disproportionality seen in the homeless community is an issue of race, poverty and economics, not unique to San Francisco. This can be addressed in the introduction. The Board can take a position on laws to be enforced. It's a delicate thing to articulate.

3) Community forums

The last discussion of this was to hold forums either in December or January after the consumer focus groups were done. It was clarified that the Local Board will need a few weeks to look at the draft and then be ready to present the draft. Concerns were expressed about how the community will be approached and about what the on-going plan would be for contact with these communities. Concerns were expressed that we need input earlier. It was commented that this should be presented as a draft and to invite argument, concerns and suggestions. There was general agreement to do these earlier, maybe the first two weeks in December. Anne is willing to help plan community forums. She feels we should seek input from the community before the draft is completed. We also haven't talked with homeless service providers, or mental health/substance abuse providers. Perhaps easier and more practical would be for the Board to go to their meetings. Meetings suggested were TOD, CARE Council, Chamber of Commerce, Neighborhood Meetings, Tom Wydell oversight committee, homeless service providers. We need to keep in mind this is right after the election too. Michelle discouraged the idea of a needs hearing as MOCD does, because we're well past that point. We need to find an middle ground between feedback and finished draft. Anne suggested maybe a section on community input to

hold the things the Board might not have addressed. Joyce suggests a Local Board member to be present at all these meetings. Maybe these meetings could be made quarterly so that we care building an on-going relationship. George wants the Board to be sure it values all opinions equally.
The plan, as agreed, is to go to the above listed meetings, as well get a list from Beven Dufty in Neighborhood services. Where meeting don't exist, we'll need to create a venue. Board members with expertise will attend these meetings and present the Board's work to date. We will officially present that we are there to get input and to hopefully set up channels for on-going review and participation. We will note issues we haven't covered to come back to later if we need to.

4) Neighborhood meetings
In the interest of the remaining time, the Board tabled this item.

5) Identify Priority Panel members
Johanna roughly identifies 11 Board members, not counting City departments that may be available for the Priority Panel this year. It was also announced that John Baskerville has resigned from his seat as advocate for veterans, as well as resigning from the co-chair position. The Board members should also recommend people to augment the panel. Yulitza would like to see a city-wide effort to recruit members. An idea was offered and accepted to fold this recruitment into the December CoC outreach efforts. Gail would like to see broader community participation. The Board will attempt to have the Priority Panel list done by the end of the year.

6) Attendance
Johanna brought the committee up to date. Travis Kiyota has left the Mayor's Criminal Justice and so we are waiting for a new appointment. Winna Davis was appointed from the Department of Children, Youth and Their Families. Johanna will get out a list of vacant Board seats. George met with all the Mayoral seats months ago but there are still participation issues with the business and neighborhood seats. The function of the neighborhood seats still should be clarified. The Board would still like to explore mentoring. Rita would like to call a membership meeting to address the vacancies and the co-chair vacancy.

7) Agenda for next Local Board meeting
- Report back from membership committee regarding empty seats and process for co-chair election.
- Progress report on state of Continuum of Care
- Plan for December attendance of multiple community meetings by Board members to present draft CoC Plan
- Funding Committee report
- Two action items on pending legislation from Policy

The committee received an update from George and Joyce on the status of the homeless children's fund. The Mayor's office will be providing fast passes this month and talks are continuing with the school district. These are Title 1 monies and should follow the children.
Meeting adjourned 2 PM. **Next steering Committee meeting 10/23, noon-2 Pm, 25 Van Ness, Room 720. First hour to focus exclusively on Continuum of Care issues.**
Notes taken by Johanna Keeley, MOOH.

Local Homeless Coordinating Board Seats

(9/26/00)

Homeless/Formerly Homeless

Seat 1.: Youth	Sam Cobbs	(M)
Seat 2.: Veterans	Michael Bennett	(B)
Seat 3.:Family/Substance Abuse	Joyce Miller	(B)
Seat 4. Single Adult	Manny Morales	**(M)**

Advocacy

Seat 1.:Veterans	*TBA* (M)	
Seat 2.:Family/Dom. Violence	Ramona Benson	(B)
Seat 3. Legal	Jennifer Friedenbach	(B)
Seat 4. Disabled/Physical/Mental	Rebecca Brockett	(M)

Service Provider

Seat 1.:Domestic Violence	Jennifer Grant	(B)
Seat 2.: Health Services/HIV/Harm Reduction	Bob Nelson	(B)
Seat 3.: Shelter Services	Gail Gilman	(B)
Seat 4. Emergency Services	Linzie Coleman	(M)

Neighborhood

Seat 1.: Presidio	Rita Semel	(M)
Seat 2.: Bayview	Barbara Brown	(M)
Seat 3.: Mission	Mauricio Aviles	(M)
Seat 4.: At Large	*TBA (M)*	
Seat 5.: At Large	*TBA (M)*	

Business and Labor Community

Seat 1.: Small Business	Barry Hermanson	(B)
Seat 2: Large Business	Steven Blackburn	(M)
Seat 3. Labor	*TBA*	*(B)*
Seat 4. Advocate for Business and Labor	*TBA (M)*	

Education and Training

Seat 1.: Homeless Specific Employment Services	Carrie Dipman	(M)
Seat 2.: Adult Education	Laura Ware	(B)
Seat 3.: Public Agency/University	Roma Guy	(M)

Foundation Community

Seat 1.: Foundation	*TBA*	*(B)*

Non-Profit Housing

Seat 1.: Homeless Specific	Yvette Robinson	(M)

Mayor's Director on Homelessness

Seat 1.:	George Smith

City Departments

Seat 1.: Dept. of Public Health	Anne Kronenberg
Seat 2.: Dept. of Human Services	Kate Durham
Seat 3.: Mayor's Office on Housing	Joel Lipski
Seat 4.: Mayor's Office on Community Development	Gene Coleman
Seat 5. Dept. of Children, Youth And their Families	Winna Davis
Seat 6. Criminal Justice	*TBA*
Seat 7. Commission on Aging	David Newcomer

San Francisco Local Homeless Board – 9/26/00

MEMBERS	SEAT	APPOINTMENT	TERM/STATUS
1. Ramona Benson	Advocacy	Board	1 yr-May, 2001
2. Michael Bennett	Homeless/Formerly	Board	1 yr-May, 2001
3. Gail Gilman	Provider	Board	2 yrs-May, 2002
4. Barry Hermanson	Small Business	Board	2 yrs-May, 2002
5. Carrie Dipman	Education/Training	Mayor	2 yrs-May, 2002
6. Jennifer Grant	Provider	Board	1 yr-May, 2001
7. Roma Guy	Education/Training	Mayor	2 yrs-May, 2002
8. Jennifer Friedenbach	Advocacy	Board	2 yrs-May, 2002
9. Laura Ware	Education/Training	Board	2 yrs-May, 2002
10.	*Advocacy/Veterans*	*Mayor*	
11. Rita Semel	Neighborhood	Mayor	2 yrs-May, 2002
12. Barbara Brown	Neighborhood	Mayor	1 yr-May, 2001
13. Mauricio Aviles	Neighborhood	Mayor	1 yr-May, 2001
14. Manny Morales	Homeless/Formerly	Mayor	2 yrs-May, 2002
15. Sam Cobbs	Homeless/Formerly	Mayor	1 yr-May, 2001
16. Rebecca Brockett	Advocacy/Disabled	Mayor	2 yrs-May, 2002
17. Steven Blackburn	Large Business	Mayor	1 yr-May, 2001
18. Joyce Miller	Homeless/Formerly	Board	1 yr-May, 2001
19. Bob Nelson	Provider/HIV/HR/Health	Board	1 yr-May, 2001
20. Linzie Coleman	Provider	Mayor	2 yrs-May, 2002
21. Yvette Robinson	Non-Profit Housing	Mayor	2 yrs-May, 2002
22.	*Neighborhood*	*Mayor*	
23.	*Neighborhood*	*Mayor*	
24.	*Labor*	*Board*	
25.	*Foundation*	*Mayor*	
26	*Advocate for Business & Labor*	*Board*	
CITY DEPARTMENTS			
27.	*Criminal Justice*		
28. David Newcomer	Comm. On Aging		
29. Winna Davis	Children Youth &Families		
30. Eugene Coleman	Community Development		
31. Kate Durham	Dept. of Human Services		
32. Joel Lipsky	Dept. of Housing		
33. Anne Kronenberg	Dept. of Public Health		
34. George Smith	Mayor's Ofc on Homelessness		

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STEERING SUBCOMMITTEE
Monday, October 23rd, 2000
25 Van Ness Ave, Room 720, Noon- 2 PM
AGENDA

AFTER THE FIRST ISSUE, THE MEETING WILL FOCUS EXCLUSIVELY ON CONTINUUM OF CARE ISSUES-CHAIRS OF COMMITTEES EXPECTED TO ATTEND

1. **For discussion and possible action:** Consideration of ADA questions and process for McKinney 2001 applications in regards to what instrument to use, what are the training issues and what is the timing for the review?

2. **For discussion and possible action:** Development of underlying principlies in the Continuum of Care plan.

3. **For discussion and possible action:** Development of a conflict resolution policy between the committees

4. **For action:** Agenda for next full Board meeting on October 16, 2000

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD STEERING COMMITTEE MEETING

Monday, October 23rd, 2000, Noon-2 PM
25 Van Ness Ave, Room 720, San Francisco, CA 94102

1) Call to order

The regular meeting of the steering subcommittee called to order by Rita Semel at 12:16 PM.

Board members present: Rita Semel (chair), George Smith (MOOH), Gene Coleman (MOCD), Gail Gilman (Bridge), Anne Kronenberg (DPH), Kate Durham (DHS), Joyce Miller (FRD/COH), Jennifer Grant (Riley Center), Rebecca Brockert (Toolworks)

Non-Board members present: Johanna Keeley (MOOH), Michelle Magee (Harder), Claire Nolan (Harder), Lydia Ely (consultant), Susan Mizner (MOD), Barrie Grenall

2) Update on the Continuum of Care committees

Rita felt it would be helpful for the discussion to review the status of the committees to ensure we are all on the same page. Gene Coleman reported on Civil Rights. They have a sticking point on Transitional Housing but are moving ahead to implementation steps. They have essentially finished their 16 philosophy points. They followed the suggested format to look at the past Continuum of Care (CoC) document, reviewing the environment and drafting new steps from that point. Laura Ware reported for Income, Education, Employment and Training. They have been more action step oriented. They brainstormed on new action steps and assigned out ideas to what was originally 3 subcommittees but is now two. Each group prioritized and then developed a rationale, goal, action steps and potential costs. The steps were done in terms of a 5-year plan. Some of their steps are pretty ambitious, like creating a new City department that would focus on labor and employment. They are dealing with big policy issues. Laura's group has considered civil rights and diversity in the development of the steps. Rebecca Brockert reported on the Information committee. This group had a simpler task as the group had been meeting before the CoC update. They have a draft of 6-7 potential action steps and should have prioritized and ready by November 15th. They did address disability issues. The question was how far to go in development of action steps. They also used the focus group results in developing action steps. Jennifer Grant reported for Housing. They are writing action steps. They have worked through a list of steps for permanent housing, transitional housing, alternative forms of housing and are now working on policy issues. They still need to prioritize and flesh out the action steps. At the end, they will look at diversity and civil rights issues. Wheelchair accessibility is an issue. Susan would be happy to add some language addressing that.

Clare summarized that the committees should be examining their work through 3 lenses: civil rights, diversity and other special populations. Laura suggested a 4th lens of families and youth and Jennifer Grant brought up seniors. Clare pointed out there were other special populations in addition to these.

The group had a discussion on how diversity and civil rights split up issues. Disability and accessibility went to Civil Rights to develop action steps. Diversity has acted as a process committee. They are recommending really one action step and that is that the Local Board create a permanent standing committee for diversity/cultural competency oversight. The hope is that the Local Board through this committee can lead the City in an ongoing dialogue on diversity and cultural competency. This hopefully will lead to perhaps some City standards. Laura thought the committee's work was more specific. Lydia responded that the committee concluded it would be impossible to create a meaningful standard in 6 months and so, developed a process. This issue is

bigger than the Local Board. Diversity has a memo explaining their work and it will be presented at the next Board meeting. It was suggested that the Diversity committee prepare a set of questions the other committees could use to review their work, thereby insuring a consistent method and standard. Laura would find it valuable as a chair. This suggestion was not further developed. Anne Kronenberg updated the group on the work of the Integrated Health and Human Services committee. They have organized into 4 topics areas: substance abuse, mental health, social services and physical health. They are also using the information from the focus group for action step development. Anne is also using the DPH strategic recommendations, as well as the COH recommendations she got from Jenny Friedenbach.

3) ADA Review

Susan thought this would be a good time in the agenda to begin to discuss the draft disability access draft for the McKinney application. A lot of programs think they are ok with disabilities and access but in reality, they are not and we'll need to get some procedures in place. Susan was asked to review this checklist from the McKinney work team. Susan doesn't know how the original review was developed but remembers that the disability committee added 3 questions. We need to talk about not only the form, but also the timing of the training and the weight that disability will have in the review. Last year, applying agencies didn't think it was clear. There was some clarification about process. The Mayor's Office on Disability signs off on plan reviews for rehab or reconstruction with City money. Susan said they don't have the ability to hold a program up but Laura thinks they do. No certificate is required for programmatic contract. That is supposed to be done within the City departments. Laura feels that is an important piece that should be in the CoC plan; that program need sign off from MOD. Susan pointed out that there is a difference between programmatic review and architectural review. Programmatic access as a review can take hours and can be very in depth. This is why it is helpful to have a grievance policy in place to flag these issues as they come up.

Laura sees this as an over riding principle. We will need to address this. This led to a larger discussion about disability and public policy. It was commented that disability access shouldn't set up an agency for 'punishment', thereby denying clients service. We need to be aware of repercussions of policy when designing systems.

Jennifer Grant remembers getting training as a priority panel member. As a suggestion, she would like to see more space for writing with some of the yes, no questions on the draft.

Gail Gilman stated she would be happy to continue the discussion on this issue in the policy committee.

Laura suggests the checklist have specific questions, not general. Susan agrees that she doesn't want to create a checklist that is easy to fudge. Susan is happy to add questions but got clarity from the group that length is not a current issues. She hopes that the training can really help clarify what the agencies do on a daily basis. The Local Board can also raise the point level so that it has serious weight.

Susan summarized that the feedback she received asked for more space, more specific questions. It was clarified that agencies don't know the cost of full compliance without often consulting with an architect. It was agreed to have the review panel continue to bear the responsibility of the review. Susan would be happy to offer technical support and oversight. Susan also feels the training should be optional as some agencies really know what they are doing. Rebecca agreed to work together with Susan to be spokesperson and liaison with her work.

4) Guiding Principles

Michelle Magee acknowledged that it wasn't useful to begin this discussion now that half the people in the meeting have left. However, she would like to review the material so that everyone can be familiar with it for the 10/31 meeting. She passed around the 1996-2001 Guiding Principles. She has updated this to include current committee work. They tried to collapse issues where they saw overlap. They wanted the recommendations to updated and current to the times. Pending principles are diversity, discrimination and perhaps ADA requirements.

5) Conflict Resolution

Michelle feels this issue is already coming up and the Local Board will have to develop guidelines for it very soon. There are two scenarios for conflict. First, that conflict appears between CoC committees. Secondly, conflicting policy and procedures between the CoC and already existing public policy, be it departmental or Citywide. It was agreed this is a huge discussion. This doesn't mean that conflicts will be resolved, only that the Board will have a process to get past it. The Board agrees to try and be proactive with this, to develop a way to cope with it before too many actual instances appear. Also, it was acknowledged that this is a plan and that plans often make recommendations that aren't in line with current policy and that's ok if the plan recommends an advocacy agenda to legally change it.

It is not clear how the editorial committee will fit within the context of conflict resolution. The idea of developing action steps with economic feasibility in mind was discussed. The committees were supposed to design cost parameters but for some committees has been very difficult. Economics can really effect a planning process and it some case, deter it. Lydia feels the cost estimate to be useful, particularly in light of future advocacy. This lead to the issue of defining a homeless budget for the City. DPH is close to doing that but Taylor Emerson from the Mayor's Budget office cautioned the Funding committee against that, saying it was often arbitray what serves were categorized as 'homeless'. Lydia agrees the methodology can be challenging but the overall feeling at the table was that this was worthwhile. We need to have a conversation on how to get there.

6) Agenda for next Local Board meeting

- McKinney work team update with two recommendations for action
    1) Policy have independent decision making ability
    2) McKinney issues go through policy committee
- Policy-1st response presentation from George and CATS and a request for a letter of support for the Mission Neighborhood Resource Center
- Funding-report back on the Budget Hearing
- Plan for neighborhood meeting (not covered in October meeting)
- Plan for feedback to draft plan at various community and City meeting for Nov/December (also not covered in October meeting)
- Update on CoC issues-Consultants to write update for Board
- Diversity recommendation
- Election of another co-chair and report from membership committee
- A request for George in his monthly report to report on school district.

Meeting adjourned 2 PM.

Notes taken by Johanna Keeley

MEMORANDUM

To: Members of the San Francisco Local Homeless Coordinating Board
From: Linzie Coleman, Yvette Robinson, co-chairs of the Diversity committee
Date: October 16, 2000
Re: Our recommendations to the Board and proposed action steps.

The Diversity committee wishes to present our recommendations to the Local Homeless Board as we are advocating strongly for the formation of a new standing committee by changing our bylaws. We are advocating not just as the committee but as agents of the City who have had wide participation in our process. We realize that the issue of diversity and cultural competancy can be volatile and that it is a 'hot button' issue for some. We are not suggesting any solutions to what is an issue of far greater scope that the Continuum of Care for homeless services. Instead, we are recommending a process by which open dialogue and communication can occur. We hope the Local Board can lead the homeless services in the City in creating a safe place for dialogue, monitoring and planning for issues relating to diversity and cultural competency.
We offer the following paragraph as a work-in-progress in the development of a philosophical approach to diversity and cultural competency.

"The plan's overall goal is to create culturally competent non-judgmental systems of care within the full range of homeless services. Cultural Competency constitutes a set of policies, procedures, and practices which consider sensitivity to the differences in cultural values, languages, help-seeking strategies, and communication styles, etc., of those being served. Requires a demonstrated respect, sensitivity, awareness and acceptance of and openness to learning from, at least, the beliefs, practices, customs, traditions, religions, history, languages, needs and aspirations of each individual and community being served. Cultural competency is a broad umbrella term, encompassing an on-going process of learning and growing over time. Cultural competency is how we respond to, respect and implement diversity. Simply put, it is what makes a client feel comfortable and welcomed. This working definition may change, pending upcoming state and federal definitions."

The following are proposed potential action steps for the consideration of the Board:
The Local Board will create and support a diversity/cultural competency oversight committee to do the following. The committee will look at the overall system of care in regards to diversity and cultural competency. To be successful, we recommend that contract monitors of the homeless City program participate on the committee.

- To provide oversight to McKinney funded programs on cultural competency and diversity. This could look like a quarterly report provided to the Board by the appropriate City monitors.
- To host different City departments to discuss policies and procedures relating to diversity and cultural competency. This could lead to greater coordination and centralization.
- To gather information City-wide, including non-profits, educational centers, and private sector. This could be a resource to the community for training and could lead to greater coordination about training availability.
- Advise and make recommendations on cultural competency and diversity requirements for the yearly McKinney process for both applicants and priority panel review members.

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD SPECIAL STEERING COMMITTEE MEETING OF THE CO-CHAIRS OF THE CONTINUUM OF CARE

Tuesday, October 31, 2000, 9 AM to Noon
25 Van Ness Ave, Room 330B, San Francisco, CA 94102

The special meeting of the co-chairs of the Continuum of Care steering subcommittee called to order by Rita Semel at 9 AM. Rita started with brief introductions and which committee people represented.

Board members present: Rita Semel (chair), George Smith (MOOH), Gene Coleman (MOCD), Anne Kronenberg (DPH), Kate Durham (DHS), Joyce Miller (FRD/COH), Jennifer Grant (Riley Center), Alicia Klein (MOH), Linzie Coleman (MSC-N), Laura Ware (CHP)

Non-Board members present: Johanna Keeley (MOOH), Michelle Magee (Harder), Claire Nolan (Harder), Wendy Phillips (intern)

Laura Ware did a brief presentation about the public budget hearing scheduled for 11/9. She asked committee members from the Continuum of Care committee to help with the notes that night so that the information could be put into categories the night of the hearing. The information will then go to the Funding Committee and be developed into concrete recommendations to be presented to the Local Board, and then the City departments.

1. Development of underlying principles in the Continuum of Care plan.

Michelle walked the committee through the work of Harder and the recommendations. When appropriate, Harder noted overlap and recommended collapsing ideas together.
For point 1, Unified Strategy, *reduce* was changed to *prevent and end.* The Local Board was added as a player. Support should be clarified to mean financial as well as philosophically.

For point 2, Integrated and Coordinated Systems, the group discussed single point of entry. It was decided to reflect that the City should have both homeless specific point of entry and as well as education and sensitizing the mainstream services. Add flexible, keep integrated.
The idea of time limit was raised and may be a separate principle and the group should come back to it.
Rough language included: An integrated, coordinated and flexible system that provides multiple point of entry, reaching a diverse population. It is Continuum of Services that develops specific services to the population. It educates mainstream services to be more flexible to homeless needs. It was pointed out that we have created a continuum of services, now we need to see if it works. Evaluation is critical.
A continuum of services is a vision which has characteristics of integration and coordination. This would be a range of services that would meet people where they are at.

Laura suggested two infrastructure points:

1. Housing is right and ultimately the solution to homelessness
2. All practices need to be respectful of the current economy.

This was broadened to say all efforts should move in the direction of permanent solutions. This is like the long term solution, a principle from the last plan.

These suggestions were integrated back into the previous principle. This could even be viewed as a vision statement.
Rough language: The Continuum of Care is built around the vision that housing is a basic right and that a continuum of services should be designed around this. This continuum of services should have equal support of all the components. The services would flow from A (prevention) to Z (permanent housing). This shouldn't be understood as linear because a person can enter anytime. Also it is really A to Z back to A again.
Prevention. The groups is speaking of prevention as much broader than eviction prevention. They had three points:

- The elimination of policies and procedures that lead people to homelessness, like jail and hospital discharge policy.
- Elimination of policies and procedures that perpetuate homelessness
- Creation of policies and procedures to end homelessness.

Prevention should be understood as systemic. This would address issues such as violence against women.
Mutual Rights and Responsibilities. Laura wondered if this was inclusive of civil rights. She also raised the point, agreed at the last Steering meeting, to look at the work through the lens of civil rights, diversity and families, youth and seniors. These may not fit under principles.
Perhaps that's phrased as 'on-going needs assessment'.
For civil rights "Every element of the CoC plan will uphold civil rights laws and policies". This includes fed, state and local law.
The Access principle was pre-ADA. We need to make sure it reaches 'difficult-to-serve' homeless.
We need to add multiple points of access along with accommodations.
Kate added the idea of needs based citing of services. This should be balanced between the availability and the distribution of services.

Jenny Friedenbach, noted through Laura, that she would like to see a principle of self-determination. This is a person's ability to make their own choices about treatment and services. With that, the discussion closed. Harder will rework these and get them out to the committee for comment and have them available at the next CoC Steering meeting.

2. GOVERNANCE AND OVERSIGHT

The goal of this section is to develop action steps that support an accountability system for the CoC Plan. How do we create a living document? How does this effect a vision of the Local Board? Michelle sees the barriers to this as the Board having 'no teeth', no budget, etc. A strength is the new membership and the committee structure which supports the CoC Plan.
It was decided that the vision issue was beyond the scope of this meeting but it may develop as we work on acceptance of the Plan in the community.

Kate suggested that the Local Board review the plan yearly and pull out the action steps for that year. From that, they develop a annual work plan. This way, the Board is organized according to the CoC Plan. This builds credibility and power. Gene stressed the need for evaluation to be built into the plan. This will structure the work plan. Some advisory board have the ability to effect policy. This has happened in the City and can happen with the Local Board. The CoC is the opportunity to strengthen the Board. The Board could mandate yearly departmental reports to the

Local Board and mandate yearly presentations to the Board of Supervisors (BOS) on the CoC plan.

What helps an advisory board be effective with policy?

- Annualized goal from the CoC plan can be used to develop annual work plan
- Annualized goals attributed to the appropriate departments annual work plan

Three formalized ways were identified:

Local Board gets buy-in from a particular commission

Local Board gets buy-in from the departments in budget information

Local Board gets buy-in from the BOS

Finally, the Mayor or the Mayor's Budget Office, in concert with the departments, has the CoC plan be inclusive with budget directives.

The group came up with the following steps:

1. The Local Board approves the Continuum of Care plan after community input.
2. The Local Board takes the plan to each department commission for a resolution that directs each department to a) incorporate the appropriate part of the CoC plan into their annual budget and work plan. And b) directs them to implement what they can right away and c) instruct the dept. reps to check back in with commission bi-annual for status update. The steering committee is responsible for seeing this happens.
3. The BOS and the Mayor approve the plan.

The commissions will be: DPH, DHS, Citizen's Committee, Commission on Aging, DCYF and Council on MCJC. Other councils such as DPW, Park and Rec, COSW, Youth Commission and the Police Commission wouldn't be for initial approval of the plan. The plan does have policy implications and it is important to include/inform those who are involved. Part of the annual plan may include code changes or law changes. So the yearly plan should include both service and policy goals.

Have we confused the yearly budgetary process with the plan approval? Not really because the whole approval plan gets repeated as the yearly budget plan. We can also arrange it that the initial resolution have a 'whereas' for the inclusion of the CoC plan in the 2002-2003 budget, which is really the first budget this plan will effect. We can write the resolution ahead of time.

4. Conduct an annualized homeless budget priority hearing in September.
5. Develop a required lay out plan of how the CoC Plan will be presented to the community.
6. The Local Board hosts an annual regional meeting of other Boards.

Kate would like to see some guidance of how to set annualized goals. These could be good guidelines for the chairs. We can't get to that today but at the next meeting.

3. COST

It was decided to be flexible in this category. If folks know, because they are closely involved in the service, what the cost is, it should be listed. Otherwise, committees can skip it and move on. George suggested that we have to plan for new relationships to increase state and federal fund as there is too much expectation on the General Fund.

Meeting adjourned at Noon.

Notes taken by Johanna Keeley

Next Steering Committee November 21st, noon to 2 PM, 25 Van Ness, Room 330A.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

A STEERING MEETING OF THE CO-CHAIRS OF THE CONTINUUM OF CARE COMMITTEES

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Tuesday, November 21, Noon to 2 PM
25 Van Ness Ave, Room 330A

AGENDA

1. **For discussion and action:** Building consensus in the Continuum of Care plan.
2. **For discussion and action:** Review of the guiding principles developed in 10/31 meeting.
3. **For discussion and action:** Follow up and development of concept of annualized goals for the Local Board.
4. **For action:** Development of the agenda for the Local Board meeting of December 11, 2000

OR THIS MEETING TO BE SUCCESSFUL IN PLANNING FOR THE CONTINUUM OF CARE, ALL CO-CHAIRS ARE REQUESTED TO BE PRESENT. IT IS CRITICAL TO ESTABLISH CONSISTENCY AND CONSENSUS FOR THE PLAN.

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD STEERING COMMITTEE MEETING INCLUDING THE CO-CHAIRS OF THE CONTINUUM OF CARE

Tuesday, November 21, Noon to 2 PM
25 Van Ness Ave, Room 330A, San Francisco, CA 94102

The special meeting of the co-chairs of the Continuum of Care steering subcommittee called to order by Rita Semel at 12:15 PM.

Board members present: Rita Semel (co-chair), Bob Nelson (co-chair, DSCS), Gene Coleman (MOCD), Anne Kronenberg (DPH), Joyce Miller (FRD/COH), Jennifer Grant (Riley Center), Winna Davis (DCYF)

Non-Board members present: Johanna Keeley (MOOH), Michelle Magee (Harder)

The meeting began with a brief update on the committee work plans. Three committees are finished: diversity, family shelters and information systems. Civil Rights, Prevention, Income, Education and Employment and Housing all have rough drafts. Shelter Strengthening and Integrated Health and Human Services are finishing their second draft. The consultants are hoping to have a draft of the document out by December 19th.

1. Building Consensus in the Continuum of Care plan

Michelle reviewed the 4 types of conflicts that could arise while completing the plan. These are:

- Conflicts between subcommittees
- Conflict with another governmental policy or planning document
- Conflict with the policies or priorities of the Local Board
- Conflict with the legal opinion of the City Attorney

The first thought discussed is that the draft should reflect all the thinking that went into the document and that would include all the conflicts. We could make a proviso at the beginning of the draft, stating that we have chosen to do this. Then, we could get input during the draft phase, including feedback from City departments, and add that to the document. We shouldn't make big decisions before the draft. It was suggested to highlight controversial or conflicted issues. Another suggestion was the conflicts between committees could come before the Steering committee. Johanna cited an example of difference between the Integrated Health committee and the Prevention committee, in terms of siting residential treatment programs. Consensus was found on that issue immediately by stating that while the City recognizes that it's difficult to site new programs, we still believe in residential treatment. We make sure it's presented with all viewpoints and express it as an area of need and that the public policy is and what the future direction should be. Gene commented that we might have two different processes for this; one for conflict on policy and one for conflict on implementation. Implementation is easier to resolve. For each conflict, it would have to fleshed out which it is. Perhaps the Steering committee could send out a memo now the chairs of the committees, asking them if there are conflicts or controversial items that they are aware of. The idea of the Steering committee resolving conflicts between committees was approved. Other conflicts can and should be brought to the Steering committee.

It was commented that if we include all opinions in the draft, it could lead to the idea that we would leave it in there. We need not just to create the document but also to create the process for that document. The group was clear it would remain a draft until approved by the Local Board, the Board of Supervisors and the Mayor. Bob sees two drafts, a rough and a polished draft. He

sees that the initial draft has everything in it. The Steering committee reviews it and the second draft is produced. This way, there is one version for feedback and one for adoption.
One idea discussed was to have the first working draft sent to the City Attorney and the Public Defender and to be inclusive of all the work as possible. By 12/19, the Steering committee would have a list of all conflicts between the committees and would resolve them at that level. Then, the draft would be cleaned up and approved by the Local Board. Then, all involved City Departments (DHS, DPH, MOH/MOCD, DCFY, DOA, Criminal Justice, HRC, Youth Commission and COSW), along with the Sheriff's Department and the City Attorney would review the draft. The feedback would come to the Steering committee, or perhaps be done at a public hearing.
The second draft would be prepared, taking into account all the feedback. This time, it goes to the Commissions of the Departments, the City Attorney, the Local Board, the Board of Supervisors and the Mayor. It is hoped the process will be over by spring, because the McKinney application will be taking up a lot of time at that point.
Johanna agreed to get a memo out to the chairs of the committees asking for potential conflicts ASAP.
The Board would ask each department seat to be responsible for calendaring on their commission's calendar for presentation of the plan.

2. Draft of Governance and Oversight of the Continuum of Care plan

The committee created two lists of City Departments, one of which are to be included in the first round of the draft and those of which should receive a copy. Those included in the first draft are listed above. The second list includes: Park and Rec, Police, Mayor's Office on Disability, Planning Department, Fire Dept. Anne was thinking of as early as the second meeting in February for the presentation to the Health Commission. It was discussed and agreed that the second list would have a better chance of being received if it came with a letter from the Mayor and the Board of Supervisors, stating it had been accepted.
The process was reviewed and agreed upon:

1. Draft one, known as the working or informal draft, is presented for community and departmental input. It goes to the City Attorney, District Attorney and the Sheriff. Problems are identified.
1. The Steering committee and the Local Board update the draft and create the official draft. This goes to the City Commissions (DHS, DPH, MOH/MOCD, DCFY, DOA, Criminal Justice, HRC, Youth Commission and COSW) for approval. It also goes with a resolution (discussed at last Steering Committee) that directs each department to: to a) incorporate the appropriate part of the CoC plan into their annual budget and work plan. And b) directs them to implement what they can right away and c) instruct the dept. reps to check back in with commission bi-annual for status update. The steering committee is responsible for seeing this happens.
2. It should go DHS and DPH first and then it can be introduced to other commissions with a cover letter from these departments.
3. The Board of Supervisors and the Mayor approve the plan.
4. With a letter from the Mayor and perhaps the Board of Supervisor, the plan is distributed to the other commissions and departments.

A timeline for this has yet to be determined. The process for community input has yet to be determined. These items will be the agenda for the next Steering meeting, along with a review of the guiding principles.

3. Agenda for full Local Board meeting

Johanna reviewed the agenda items from Policy and Funding. Funding has fiscal recommendations derived from the public budget hearing for approval by the Board.
The Policy committee has 4 McKinney policies for approval. Bob Nelson would like to see all the items fully presented at Steering so that he has an idea of what the Board agenda will be like and what can be resolved at Steering. That isn't always possible due to the timing of the meetings. Johanna suggested that in January, a list of the policy, funding and steering times be set for the year and this would allow for time to fully prepare potential agenda items. This way, the Steering committee can really approve and review agenda items.
Jennifer Grant wanted to agenda the Homeless Education Council for the next meeting. She would like the Local Board to write an official letter asking for new MOU's with the family shelters and provision of tutors. The current MOU state only that services will be provided, pending McKinney funds and there are no McKinney funds. A letter will be written by the co-chairs to be sent to Superintendent Ackerman asking for new MOU's which would guarantee the provision of tutors.

Meeting adjourned at 2 PM.
Notes taken by Johanna Keeley
Next Steering Committee December 12th, noon to 2 PM, 25 Van Ness.

A STEERING MEETING OF THE CO-CHAIRS OF THE CONTINUUM OF CARE COMMITTEES

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Tuesday, December 12th, 2000, Noon-2 PM.
25 Van Ness Ave, Room 720

AGENDA

1. **For discussion and action:** Timeline for review process for the Continuum of Care draft

2. **For discussion and action:** Finalize plan for public and community review of the Continuum of Care draft. Create list of community, neighborhood and public meetings.

3. **For discussion and action:** Review of Guiding Principles for the Continuum of Care plan.

4. **For action:** Schedule Funding, Policy and Steering meeting for year 2001.

5. **For action:** Development of the agenda for the Local Board meeting of January 8th, 2001

FOR THIS MEETING TO BE SUCCESSFUL IN PLANNING FOR THE CONTINUUM OF CARE, ALL CO-CHAIRS ARE REQUESTED TO BE PRESENT. IT IS CRITICAL TO ESTABLISH CONSISTENCY AND CONSENSUS FOR THE PLAN.

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Local Homeless Coordinating Board

December 12, 2000

SF Local Homeless Coordinating Board - Steering Committee

MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD
STEERING COMMITTEE MEETING INCLUDING THE CO-CHAIRS OF THE CONTINUUM OF CARE
Tuesday, December 12th, Noon to 2 PM
25 Van Ness Ave, Room 330A, San Francisco, CA 94102

The special meeting of the co-chairs of the Continuum of Care steering subcommittee called to order by Rita Semel and Bob Nelson at 12:15 PM.
Board members present: Rita Semel (co-chair), Bob Nelson (co-chair, DSCS), Gene Coleman (MOCD), Anne Kronenberg (DPH), Joyce Miller (FRD/COH), Carrie Dipman (TIHDI), Laura Ware (CHP), Rebecca Brockert (Toolworks), Kate Durham (DHS)
Non-Board members present: Johanna Keeley (MOOH), Michelle Magee (Harder)

The minutes of the 11/21 Steering meeting were reviewed and accepted.

I. Timeline for review process for the Continuum of Care draft.

Michelle reports that a draft Continuum of Care (CoC) plan will be available on 12/19. Johanna will forward copies to all Steering members and all chairs of the CoC committees. Francis Rothman will be responsible for getting the draft to the members of the Editorial Committee. It was decided that each committee should be comfortable with the draft and given the opportunity to comment. How this is arranged is up to the chairs. Some committees may need to meet; other may be able to do it by e-mail and phone. The challenge is to create a coherent document that speaks with one voice, while honoring the work of all the committees. The hope is that Harder will bring that consistency to the process. It was agreed that the draft will not go to the editorial committee until the committees have signed off. It was decided to hold two special CoC meetings in January. A special Steering meeting scheduled for 1/11/00 1 PM- 4 PM to both review the draft and to create a process for presentation of the plan to selected community groups. All committee should bring their proposed changes to this Steering meeting. On Monday, 1/29 from 3 PM-5:30 PM, the Local Board will hold a special session at 555 Franklin to approve the draft for public review. This would mean by early February the draft would be ready for City departments and public review. The public and departmental processes should be simultaneous. It was agreed to add the PIC and the WIB to the governmental agencies (DHS, DPH, MOH/MOCD, DCFY, DOA, Criminal Justice, HRC, Youth Commission and COSW) who will receive the first draft.
It will take approximately 10 days from the 1/29 approval of the draft for it to be printed and ready for distribution. After discussion, it was though the best way to get public comment would be to hold a public hearing, like the budget hearing. The public hearing is tentatively set for 2/21 from 6-9 PM at Department of Public Health, Commission Room, 101 Grove. For the committees, the co-chairs will determine the feedback process for their committee. It is recommended that the committees bring their comments to the public hearing.
Once the public review process is complete, the Board will need to determine the

process by which the edits are done. This should take place in March.
Suggestions for community groups that the Board should present the draft to should be sent to Johanna. These would include the District Merchants Ass. and the Chamber of Commerce.

III. Review of Guiding Principles
People should get comments to Michelle ASAP. The language should be consistent with language used by the Diversity committee.

IV. Board Meeting for 2001
Passed with the addition of the two special meetings called for January. The schedule is specifically set to allow time between meetings for work to be done and reviewed.

V. Agenda for next full Board meeting: 1/8/01
It was acknowledged that setting the agenda for this month is awkward, as the two standing committees have not yet met. Johanna will get any action items from these committees to the chairs for their review for inclusion in the agenda. Laura reports funding will be presenting two discussion items.
Â· Finalized recommendations for the City department budgets
Â· Prepared comments for the DHS commission regarding budget process. Laura would like the DHS budget staff to present to the Funding Committee for January.
The Steering Committee will be presenting the timing of the CoC draft process for public review for discussion.

It was discussed that the Board needs to develop a process for taking public positions on issue. Laura feels the Board already has a process and that it just needs to be written down. Laura and Johanna will work on this and this issue will be discussed at the Policy committee next Thursday. That issue will come next to the Steering committee, not the Local Board.
Meeting adjourned 2 PM.
Next meeting is the Special Steering meeting on 1/11/01 from 1-4 PM at 25 Van Ness, Room to be determined. Regular Steering meeting is 1/22 from noon-2 PM, 25 Van Ness, Room to be determined.
Notes taken by Johanna Keeley, Mayor's Office on Homelessness

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A SPECIAL STEERING MEETING OF THE CO-CHAIRS OF THE CONTINUUM OF CARE COMMITTEES

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Thursday, January 11th, 2001, 1-4 PM.
25 Van Ness Ave, 8th floor conference room

AGENDA

1. **For discussion and possible action:** Review draft Continuum of Care plan

2. **For discussion and possible action:** Create a process for the presentation of the plan to selected community groups.

ALL CONTINUUM OF CARE CHAIRS ARE STRONGLY ENCOURAGED TO ATTEND THIS MEETING TO ENSURE THE PLAN IS IN ACCORDANCE WITH THE INTENTIONS OF THE COMMITTEES.

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD SPECIAL STEERING COMMITTEE MEETING OF THE CO-CHAIRS OF THE CONTINUUM OF CARE COMMITTEES

Thursday, January 11th, 2001, 1-4 p.m., 25 Van Ness, 8th floor conference room

The meeting began with an announcement that we would have to end the meeting an hour early because of a rolling blackout. Although the meeting was scheduled to go until 4 p.m., it will only go until 3. The committee decided that the review of the Continuum of Care would have to be continued at the next steering committee meeting, on Monday, January 22nd .

Board members present: Rita Semel, Bob Nelson, Laura Ware, Rebecca Brockert, Manny Morales, Jennifer Friedenbach, Joyce Miller.

Non-board members present: Michelle McGee, Willow Schrager, & Claire Nolan (Harder & Co.), Lydia Ely, (consultant) and Wendy Phillips (MOOH). There were also three community members.

The meeting began with Jenny asking if she could present the input from the constituencies of the Coalition on Homelessness. Rita asked the committee what the process would be for deciding whether or not recommended changes are made. Michelle said that there will probably be three types of changes: 1) overall changes in philosophy; 2) specific recommendations for specific committees and 3) editorial changes. The process for deciding whether a change is made will depend on which kind of change it is. Rita asked Jenny which kind she had to present. Jenny said that there would probably be changes of all three types since she is representing a body of people with diverse kinds of input. However, she said that her comments were mostly around questions of how particular aspects of the plan would be implemented.

Jenny then began going over the input she had received. The first request was that the Philosophy statement created by the Single Adult Shelter Committee be either in the Single Adult Shelter Section or in the Introduction to the whole document, rather than as an Appendix. The consultants agreed to move it to the Single Adult Shelter Section. Next, on the Diversity Section, Jenny raised a question about the oversight committee mentioned in Action Step 2. Who would be on this committee? What will the committee's responsibilities be? It was suggested that the specifics of this be pulled from the old Continuum of Care plan, Action Step 1. Lydia said that the committee had gone over the old document thoroughly, so if they didn't include something it was probably because they had decided not to. Rita said that the Diversity committee took its work very seriously and that we should be sure to go back to that committee before any changes are made in this section. Jenny said that the Coalition just wanted to make sure that the work of the Diversity committee becomes a reality. Michelle said that the Board is going to have to think about where does the work of a committee end? How will the Board deal with issues on which committees have not gone far enough? Rita said that this particular subcommittee was contentious. She would feel strongly about not making changes without going back to the committee. Lydia asked what if the committee doesn't want to make any changes. Rita said that we need to at least give them the opportunity to respond. So, this proposed change would go back to the diversity committee first and then come back to the steering committee, which may decide to do something even if the committee doesn't want to.

Wendy will contact the diversity committee to inform them of the proposed changes and we'll go from there. Next, Jenny asked if the cultural competency definition from the single adult shelters chapter could be incorporated into the diversity chapter. She wondered if the diversity committee had seen that definition. Lydia said that they had seen it. Next, Jenny commented that there are inconsistencies throughout the chapters on program responsibility. For example, in the Housing and Income chapters, non-City entities are identified as responsible parties. This is problematic because there is no public oversight of these entities. The parties responsible for making sure this plan is implemented should be either city departments or the local board. Laura suggested that maybe each action step could state who is the "responsible party" and then who are the "community partners" if applicable. This would clarify that the departments are responsible for making sure it happens but that a non-City organization might be the one actually carrying out the action step. Rebecca said she liked the idea but that the board should ask the departments before we list them as the responsible party in order to get buy-in. Rita said that this isn't necessary. Each department is responsible for certain things so the board doesn't have to ask them. Once this document is adopted as policy by the Mayor and the Board of Supervisors the city departments have to follow it. Bob also reminded everyone that one of the roles of the local board is to monitor the implementation of this document.

Jenny then said another inconsistency throughout the document was for key performance outcomes. Some action steps list them and some don't, and some are redundant. The consultants acknowledged this and said that they may eliminate those that are redundant, but keep the rest that were done rather than eliminating them just for the sake of consistency. Laura said that the board needed to integrate all of the budget recommendations from the funding committee into the Continuum of Care plan. Jenny said that most of them are in there already. Laura said that we need to make sure the specifics are all in there. Jenny said that she had some input about the housing chapter, but asked if she should wait until a later meeting to give it since no one from the housing committee was present at today's meeting. The committee asked Wendy to contact Joel Lipski and Jennifer Grant to ensure they would be at the next meeting.

Next, the committee moved on to the Income, Education, and Employment chapter. Jenny began with some recommendations regarding policies toward workfare. Laura said that references to workfare are already being eliminated from the document because the City is going to eliminate the workfare program. Bob said that there was no mention of undocumented immigrants in the Introduction to this chapter and read some suggested language that the consultants might add. They agreed to review his language and incorporate some or all of it into the introduction. Laura clarified that there had been a lot of discussion of undocumented immigrants in this committee. They were presumed to be included. The committee also discussed creating options for people at the local level even though they may not qualify for federal benefits. Carrie said that the committee had tried to make the language inclusive of those who are not eligible for benefits, for example, on page 92-93. Laura said that all of the action steps in the chapter are meant to take into consideration the needs of all populations. Jenny suggested that Action Step 1 on page 90 should state that it applies to all City contracts. Laura said that is already included in the Living Wage ordinance. Laura said training wages are not included in this chapter. Participants in training programs receive a training wage, not a living wage. Jenny also said Action Step 1 should include a different definition of a living wage for people with children. Laura said the input was duly noted. It was then stated that if all references to workfare were removed, the

introduction to the document should make a statement that the Local Board supports the end of workfare. Jenny said that the first paragraph on page 92 should clarify that someone staying in city-provided housing should not be required to participate in the PAES program. Laura said that this action step is not related to PAES. It is for people in existing training programs. Lydia suggested that the world voluntary be added. The consultants will make this change. Jenny said that on pg. 93, Action Step #13 should read: "Ensure *affordable or free* childcare that is flexible and accessible." Consultants will make this change. Next, on pg. 94, (or anywhere in the chapter that refers to entry level jobs), it should be stated that entry level jobs should lead to the possibility of higher level jobs so people do not have to stay in entry level jobs. Laura said there are two elements to this issue. One is that there should be training available in the community for higher level jobs, and another is that employers should be open to promoting people. Lydia pointed out that in Action Steps 55, 57, 58 & in other places throughout the chapter, references to advancement opportunities are included. Laura also noted that there are sometimes issues with employers' capacity to provide advancement. Michelle said that the issue of providing opportunities for advancement is important and should be added to the introduction. Jenny said that on p. 96, action step 28 (expand scholarship fund) should include local, state, and federal government as potential funding sources. On page 98, goal above step #35, job training should take disabilities into account (i.e. include availability of training for non-traditional jobs). Laura asked if she meant that programs should better accommodate people with disabilities or that there be training for non-traditional jobs. Jenny said that both should be included. Rebecca said that there are a lot of programs currently available for people with disabilities. The recommendation should be to make existing programs more accessible and make information about these programs more widely available. Laura pointed out that access needs to be provided for people who do not have diagnosed disabilities (and who don't want to go through the process of being diagnosed). For the last comment on this chapter, Rebecca suggested amending Action Step #56 on pg. 102 to read: "Identify incentive for people to check in with job retention provider after 6, 9, or 12 months" (to clarify with whom people needed to check in).

Rebecca then announced that the Centralized Information Systems committee would be meeting tomorrow and asked if anyone had any input on the chapter. Everyone agreed that the chapter looked fine as it was, with only a few minor changes suggested. Laura asked that the committee specify which Southeast Asian languages are referred to in Action Step 7 on pg. 31. She suggested that the committee get the federal requirements for language accessibility from HUD. Bob asked if the Centralized Referral System for shelters was included in this chapter? Rebecca said that had been addressed by the shelter committee. Bob suggested that maybe the System should at least be mentioned in this chapter so people were aware that it existed.

The discussion then turned to the Introduction to the document as a whole. Michelle asked people to email their comments to the consultants as soon as possible so they could incorporate them before the next steering committee meeting. She said that she had already met with George and gotten his input. One of his concerns was that the introduction seems to put a lot of blame on high-tech companies. There was considerable discussion about whether or not the real estate boom had increased homelessness. Bob asked if the actual numbers of homeless people had increased. Jenny said that, as everyone is aware, it is difficult to count numbers of homeless people. However, the real estate boom has displaced a lot of people and there are many couch surfers in low-income neighborhoods who are not counted as homeless. Joyce also said that the

destruction of federal public housing had increased homelessness. Laura said that it would also be important to point out that it is not only challenging to increase services because of the real estate boom, but even existing services are threatened as organizations struggle to pay rent.

There was also discussion about the process for presenting the plan to community groups and getting community input. More copies of the plan will need to be ordered so community members can review the document before the public hearing on February 21st. Gene asked if DHS was going to pay for this as they did last time. There isn't any money in MOCD's budget for this reproduction. After some discussion, it was agreed that Wendy would order 50 more copies of the draft for now and Rita would contact Maggie at DHS to inquire about more reproduction. The Board needs to get the word out about the public hearing and the availability of the draft of the Continuum of Care plan. Wendy will create a flyer announcing the public hearing that also includes an announcement of the draft availability. The Appendices can be left off of the first draft to save on reproduction costs. Laura said the Board needs to identify groups to do outreach to. Gene will work with Wendy and a new MOCD intern to compile a list.
The meeting was adjourned at 3:00 p.m.

Next Steering Committee Meeting is Monday, January 22nd from 12 noon to 2 p.m. at 25 Van Ness, Room 720.
Notes taken by Wendy Phillips, Liaison to the Local Board.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING SUBCOMMITTEE

Monday, January 22, 2001
25 Van Ness Ave, 8TH floor conference room, Noon- 2 PM

AGENDA

1. **For discussion and possible action:** Review draft Continuum of Care plan

2. **For discussion and possible action:** Consideration of draft policy for Local Board public positions on policy issues.***

3. **For discussion and possible action:** Planning for public forum of 2/21

4. **For action:** Development of the agenda for the Local Board meeting of February 12th, 2000

*** Documents available at meeting.

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STEERING SUBCOMMITTEE

Monday, January 22, 2001

25 Van Ness Ave, 8TH floor conference room, Noon- 2 PM

AGENDA

1. **For discussion and possible action**: Consideration of draft policy for Local Board Public positions on policy issues.***

2. **For action:** Vote on two recommendations from Policy committee to support 24-hour notice for cart removal legislation. #1: Local Board co-chairs write letters to members of Board of Supervisors identified by the Coalition on Homelessness by January 23, 2001 to support legislation. #2: Once the 24-hour notice for cart removal legislation has been introduced, a member of the Local Board will testify in support of the legislation at the Board of Supervisors subcommittee hearings.

3. **For action:** Nomination of two Local Board Representatives and a consumer representative to sit on Technical Review Team for evaluating proposals for MSC-North and MSC-South.

4. **For discussion and possible action:** Review draft Continuum of Care plan. Schedule Special Meeting for co-chairs of Continuum of Care Subcommittees to recommend priorities for McKinney 2001.

5. **For discussion and possible action:** Planning for public forum of 2/21. Review and approval of flyer.

6. **For action:** Development of the agenda for the Local Board meeting of February 12th, 2001

*** Documents available at meeting.

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD STEERING COMMITTEE MEETING

Monday, January 22, 2001, 12-2 p.m., 25 Van Ness, 8th floor conference room

The meeting was convened by Rita Semel at 12:22 p.m.

Board members present: Rita Semel, Bob Nelson, Gene Coleman, Laura Ware, Anne Kronenberg, Jennifer Friedenbach, Manny Morales, George Smith, Michael Bennett, Linzie Coleman

Non-board members present: Lydia Ely (Continuum of Care consultant), Kym Valadez (Swords to Plowshares), Wendy Phillips (Local Board Liaison). There were also two community members present.

Rita began the meeting by noting that it was a very long agenda and asking if there was anything that could be taken off. The committee decided that everything should be discussed today so nothing would be removed. One agenda item was added: preparation for the Local Board's presentation to the DHS & DPH Commissions.

The committee then began to discuss the first agenda item: *Consideration of the draft policy for Local Board Public positions on policy issues.* A number of board members suggested changes to the policy. These changes will be incorporated and a final draft will be sent out to all board members before the next full board meeting, where the policy will again be reviewed and then approved.

Then the committee moved on to the second agenda item: *Vote on two recommendations from the Policy committee to support the 24-hour notice for removal of personal property.* During this item, Rita Semel relinquished the chair to Bob Nelson. Discussion began by reviewing a memo sent from Gail Gilman, Chair of the Policy Committee, asking the committee to vote on these resolutions and reminding the Board of its previous expression of support for this legislation. There was considerable discussion on this item, with some board members expressing concern that the Board should not actively support the legislation until it had done more research, specifically getting input from the Department of Public Works. Other Board members said that the Board has already formally expressed support for the legislation and that the Board members themselves should take responsibility for not having contacted DPW if this was a concern. Still other members thought that the issue should be voted on by the Full Board. **After much discussion, the committee voted against the Policy committee's recommendation to write letters to members of the Board of Supervisors to support the legislation.** The vote was 1 to 7 with Laura Ware voting in favor and George Smith, Anne Kronenberg, Gene Coleman, Mannie Morales, Linzie Coleman, Michael Bennett, and Rita Semel voting against. **The board then voted on the second recommendation from the Policy committee: Once the legislation is introduced, a Local Board member will testify in support of the legislation at the Board of Supervisors subcommittee hearings. Gene asked for the motion to be amended to follow the policy on taking public positions that the Board is in the process of adopting (to specify who will testify, and to get**

input from affected City departments). This amended motion passed unanimously, with George Smith abstaining.

Laura Ware then made a motion that the Local Board Co-Chairs and the Chair of the Policy committee write letters to DPW and Park and Rec requesting their input on this legislation in writing by the February 12th Local Board meeting. The motion was seconded by Anne. During discussion, Gene informed the committee that he had already called DPW last week but had not yet heard back from them. Rita suggested that perhaps the letter to DPW should simply inform them that Gene would be the Local Board contact person on this issue. However, George and other Board members thought the process should be more formalized and that the feedback should be received in writing. **The motion passed unanimously.**

The committee then moved on to the third agenda item: Nomination of two Local Board Representatives and a consumer representative to sit on the Technical Review Team for evaluating proposals for MSC-North and MSC-South. Bob asked the committee if he and Rita could suggest Board members as representatives at a later time, since this did not have to be done until February 2nd and the agenda is so full. Everyone seemed to agree that this was fine, but Anne suggested that the co-chairs ask Board members if they are available rather than just appointing them, since it is a two-day time commitment. Also, Laura suggested that the Local Board representatives not be city employees. Rita said that she was open to suggestions. Laura told the co-chairs that Jenny had left her a note indicating her interest in being one of the Local Board representatives before she left the meeting.

Since there were only 20 minutes left of the meeting, the committee decided that there wasn't enough time to get into the fourth agenda item: the review of the draft Continuum of Care plan. Instead, the entire meeting on Monday the 29th will be dedicated to reviewing the draft. Since none of the suggested changes have been incorporated into the draft yet, Lydia said the consultants would write up a memo which will be available at next Monday's meeting pointing out the changes that had been made.

Discussion then began on the fifth agenda item: Planning for the public forum of 2/21. The draft flyer for the event was reviewed and approved. Wendy announced that DPH would only be able to staff the door until 6:30 p.m., so she will need to find volunteers to staff the door from 6:30-7:30. The committee then discussed who from each department should attend the forum. Laura wondered if the department heads should be there. Gene suggested that the department heads from DPH, DHS, and MOCD should be there, and other affected departments should be invited. Anne suggested that department representatives on the Local Board come up with lists of people from their departments who they think should be there. Laura said that all Mayor's offices that have reps to the Local Board should be there. Rita will draft a letter inviting all of these representatives. For outreach, Gene offered to provide his mailing list, which has about 2000 addresses. It was also agreed that flyers should be sent to shelters, the Homeless Providers Network (through Kym Valadez), and to the DHS list. Rita will get the DHS list to Wendy. For the agenda, it was agreed that the chair or co-chairs of each Continuum of Care

subcommittee would give an overview of their respective chapter. Also, speakers should be asked to prepare their comments according to chapter. People also need to be designated to take notes for each chapter.

The committee then discussed the presentations to be made at the Human Services Commission Hearing on Thursday, January 25th at 9:30 a.m. and at the Health Commission on Tuesday, January 30th at 3:00 p.m. At DHS, Laura will present the process by which the Board came up with these recommendations and Gene will present the recommendations themselves. At DPH, Rita, Laura, and Bob will make the presentations. Laura also said that she and Wendy would work together to prepare some written materials to leave with the Commissioners.

Also, Rita, Bob, and George will be meeting with the members of the Board of Supervisors over the next few weeks to introduce the Continuum of Care process and draft plan.

Meeting was adjourned at 2:00 p.m.

Notes taken by Wendy Phillips, Liaison to the Local Board.

DRAFT

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Local Homeless Coordinating Board
Policy on Taking Public Policy Positions & Visiting Public Officials

The Local Homeless Coordinating Board of the City and County of San Francisco is a public body and can take public positions on issues at the local, state, or federal level that affect homeless people.

Two parameters guide Board members in taking public positions (i.e. when speaking with the media or with a holder of public office):
1) A member of the Local Board, when representing the Local Board, can only take public positions that the Full Board has voted upon and approved.
2) When members speak publicly as members of the Local Board (not as individuals or in some other capacity), they must limit themselves to supporting the policies articulated by the board. Members speaking as individuals may not identify themselves as representing the Local Board if they are taking a position that is contrary to that of the Local Board.

When the Local Board is presented with an issue that needs to be considered as a formal policy position, the following steps will occur:

- A policy can originate from any member of the public but must be introduced for action by a Local Board member.

- If the policy originates at the Full Board, it will first be reviewed by the Policy Committee for a recommendation. That recommendation, either for approval or rejection, is then returned to the Full Board for a vote. If the policy is approved, the Policy Committee should also recommend action steps to the Full Board for the implementation of the policy.

- If a policy is first presented to the Policy Committee, the Committee will review the policy and make a recommendation, then bring it to the Full Board. If the Full Board needs more information, it may be sent back to the Policy Committee for further review. If the policy is approved, the Policy Committee should also recommend action steps to the Full Board for the implementation of the policy.

- If a policy that has been reviewed by the Policy Committee has fiscal considerations, it may be sent to the Funding Committee by the Full Board before final authorization occurs.

- The chairs or co-chairs of the board and/or the chair of the policy committee are responsible for obtaining input and information from any affected city department, homeless individuals, and other affected agencies, in order to inform the board's decision.

- If the action steps identified by the Policy Committee include presentation of the policy to public officials, such presentation will be done by the co-chairs or their designee, which may be a subcommittee chair or another member of the Board who has special knowledge of the issue at hand.

- In the case of emergencies, as determined by the co-chairs, the Steering committee is empowered to make a decision on behalf of the Full Board.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Memorandum

To: Steering Subcommittee, Local Homeless Coordinating Board
From: Gail Gilman, Co-Chair of the Policy Subcommittee, LHCB
Date: 1/20/2001
Re: Support of the 24-hour notice for cart removal legislation

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Local Board Members,

The Policy Subcommittee, after much deliberation, voted 3 to 1 to recommend the following two motions. We have asked the Steering Subcommittee to vote on these resolutions because they are time sensitive.

1: The Local Board co-chairs will write letters to members of the Board of Supervisors identified by the Coalition on Homelessness by January 23, 2001 in support of the 24-hour notice for cart removal legislation. Motion made by Rebecca Brockert, seconded by Michael Bennett.

2: Once the 24-hour notice for cart removal legislation has been introduced, a member of the Local Board will testify in support of the legislation at the Board of Supervisors subcommittee hearings. Motion made by Michael Bennett, seconded by Bob Nelson.

I want to remind the members of the Steering Subcommittee that the Board has overwhelmingly supported this legislation; by passing two other resolutions, one stated that the Board would write a letter of support to Supervisor Ammiano. The letter clearly stated that the Local Homeless Coordinating Board supports in its entirety the 24-hour cart removal legislation. I hope that we as a Board can continue our efforts to support this much-needed legislation.

25 Van Ness Ave, Suite 750, San Francisco, CA 94102, ATTN: Liaison to Local Board
415-252-3158, Fax: 415-252-3118

SAN FRANCISCO'S LOCAL HOMELESS COORDINATING BOARD

IN PARTNERSHIP WITH

THE DEPARTMENT OF HUMAN SERVICES, THE DEPARTMENT OF PUBLIC HEALTH, AND THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT

Invites you to a public hearing on:

SAN FRANCISCO'S CONTINUUM OF CARE

A Five-Year Strategic Plan for Homeless Services 2001-2006

The hearing is to gather community input on the Local Board's Continuum of Care strategies outlined in this plan, which include housing, prevention, health, employment, education, and shelter. Come and provide your input.

WEDNESDAY, FEBRUARY 21, 2001
6 PM to 9 PM
Department of Public Health, 101 Grove St.
Health Commission Room, Room 300

Copies of the draft plan are available before the hearing, and may be picked up at:

25 Van Ness, 7th floor, Mayor's Office on Homelessness

This meeting is wheelchair accessible. If you need translation services, a sign language interpreter, or any other accommodation, please call 252-3158 at least 72 hours in advance. For information on Muni routes, call 673-6864. For more information, please call 252-3158.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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STEERING SUBCOMMITTEE

Monday, February 26, 2001
25 Van Ness Ave, Room 720, Noon- 2 PM

AGENDA

1. **For discussion and possible action:** Consideration of input from public hearing and other sources on the Continuum of Care document.

2. **For discussion and action**: What will be the process for getting feedback on and approval of the Continuum of Care plan from City Departments represented on the Local Homeless Board?

3. **For discussion and action:** Recommendation regarding an action step in the Single Adult Shelter chapter of the Continuum of Care plan stating that each shelter should have two homeless persons on its board.

4. **For discussion and action:** Review and approve Disability Access Checklist for McKinney Grant Applicants.

5. **For discussion and action:** Establishing a priority panel for McKinney 2001.

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MINUTES OF THE LOCAL HOMELESS COORDINATING BOARD STEERING SUBCOMMITTEE MEETING

Monday, February 26, 2001, Noon-2 PM
25 Van Ness Ave, Room 720, San Francisco, CA 94102

Board members present: George Smith, Rita Semel, Jenny Friedenbach, Gene Coleman, Gail Gilman, Manny Morales, Joyce Miller, Anne Kronenberg.

Non-Board members present: Benita Davenport, Housing and Homeless Program; Yulitza Peraza, Housing and Homeless Program; Michelle Magee, Harder+Company Community Research; Willow Schrager, Harder+Company Community Research.

The meeting began by discussing the third agenda item first, since Jenny had to leave early and her input as chair of the Single Adult Shelters subcommittee was necessary.

Jenny reviewed the Single Adult Shelter subcommittee's rationale for including action step #2 regarding the inclusion of homeless persons on boards of directors. She stressed the importance of having homeless voices in all levels of decision making. Rita voiced her concern that the role of a board of directors is primarily fundraising and policy, and that organizations won't take kindly to this action step. Jenny reminded the Steering Committee that none of the action steps are mandatory; they are only recommendations. Implementation of this action step could be encouraged by giving organizations who complied an extra point in the RFP process, for example. Rita explained that her main concern is for organizations that have an overall board of directors for many service components, only one of which may be homeless services. For organizations like this (for example, Catholic Charities or the Salvation Army), the board's main job is fundraising. The part of this action step that may cause difficulty is that which specifies that homeless board members are to be elected by their peers. She suggested that homeless individuals participate in an advisory committee instead of the board of directors. Gail reiterated that the point of the action step is to have boards of directors reflect the people they are trying to serve and to diversify boards. Jenny explained that the Shelter Committee came up with all their action steps by consensus, that all major shelter providers were there, and that it would be difficult to modify the action steps at this point. Jenny and Gail noted that the first action step is for organizations to include homeless people on advisory boards, and that organizations can start with this first if they so choose. Steering Committee members voted to leave the action step as is.

The Steering Committee then turned to discussion of input from the public hearing. Several recommendations from the public hearing were discussed:
Add legal services to all places where the Plan says "integration of services" and lists health care, mental health, substance abuse, etc.
Provide on-site legal services at shelters.
Mandate continued case management after homeless people are placed in permanent housing.
Include dental services in health services.

Create a working group to ensure Housing Committee recommendations/goals are implemented.

It was decided to review and incorporate input from the hearing in the following ways:
Willow Schrager will incorporate all recommendations from Bay Area Legal Aid regarding legal services.
Anne and Joyce will forward approved recommendations to Willow, who will incorporate these changes.
Wendy will get notes from Rebecca Brockert, Laura Ware, Mauricio Aviles, and Roma Guy.
Working Group will review and approve any other changes and forward them to Willow as necessary.

The Steering Committee also reviewed comments submitted by HomeBase, and decided that the changes either had already been made, or the recommendations (such as reducing the number of action steps) were not possible.

Rita then remarked on the importance of ensuring that the Continuum of Care and the work of the Local Board is coordinated with those who are working with the issue of affordable housing for low-income individuals, so that efforts are collaborative instead of competitive. Anne suggested including an action step for this in the Housing chapter. Joyce pointed out that the Local Board first needs to adopt a definition of homelessness and that it should be uniform for the City. Board members agreed, and decided that Gail will bring this issue to the Policy Committee. The Policy Committee will review DPH's definition, as well as other definitions DPH reviewed in order to come up with their own, then will decide on a definition and bring it back to the full Local Board. The Local Board will review and approve a definition. Instead of adding a new action step in the Housing chapter, language in the Housing chapter wherever possible will be changed to say "low-income and homeless housing." Joel will be asked to make sure funding streams for these two don't conflict, since some funding is very specifically for "low-income" vs. "homeless."

The Committee then moved to discussion of feedback on and approval of the Continuum of Care plan from City Departments and other groups. Board members recommended that the Plan be brought to neighborhood associations, business associations, shelters and the Care Council. Gene will present the Plan to the Drug Abuse Advisory Board and the Alcoholism Advisory Board. Joyce will present to the Commission on the Status of Women. Carrie Dipman will be asked to present to WIB/PIC.

All departments listed on page 131 of the February 12th draft have not yet received copies of the Plan. They need distribution and follow-up. Rita will talk to George/Frances about this process. DPH, DHS, and DCYF are already taken care of. Sandra Nathan, the head of the Department on Aging and Adult Services, should receive a copy. Joyce will bring a copy to the Sheriff's Department, the Human Rights Commission, and the Youth Commission. Anne will present it to the Health Commission on April 3rd. Anne will draft a resolution for DPH Commission and DHS Commission

and bring it to the next Steering Committee meeting. Gene will bring a copy to Keith Choy, Deputy Director of MCJC.

The Steering Committee then reviewed and approved the "Disability Access Checklist for McKinney Grant Applications," with the caveat that a cover letter will be attached and that the language in the cover letter will not include the word "test," but will say "this is a tool."

The Committee then discussed establishing a priority panel for McKinney 2001. Bonita Davenport and Yulitza Peraza reviewed the list of panel members and asked for additional volunteers. The Committee discussed potential member conflicts and what the conflict policy should be. Gail said that she was bringing to the next full Local Board meeting several recommendations from the Policy Committee regarding guidelines for members being conflicted out.

The Steering Committee then set the agenda for the next Local Board meeting, as follows:
Review of input from Public Hearing
Progress report on status of Continuum of Care timeline (presented by Michelle Magee)
Report from the Policy Committee (Gail will present 3 resolutions)
Report from the Funding Committee

Holly will be responsible for listing Local Board meetings in the calendar in the *Independent*.

The next Local Board meeting will be March 12th in Bayview.
The next Policy Committee meeting will be March 15th from 12:00 to 2:00.
The next Steering Committee meeting will be Monday March 26th from 12:00 to 2:00.

Notes taken by Willow Schrager, Harder+Company Community Research.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING COMMITTEE MEETING

Monday, March 26, 2001
25 Van Ness Ave, Suite 720, 12 PM - 2 PM

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AGENDA

I. **For discussion and possible action:** Discuss and vote on recommendations of the Policy Committee regarding approval and adoption of scoring tools for McKinney applications.***

II. **For discussion and possible action:** Discuss and vote on the recommendation of the Policy Committee that the Local Board adopt the Department of Public Health definition of homelessness and urge that the Board of Supervisors and the Mayor consider this definition.***

III. **For discussion and possible action:** Discuss and vote on the inclusion of the Department of Public Health definition of homelessness in the Continuum of Care 2001-2006 plan.

IV. **For discussion and possible action:** Discuss and vote on Funding Committee budget recommendations.***

V. **For discussion and possible action:** Review Bylaws – Gene Coleman to present.***

VI. **For discussion and possible action:** Review of input from public hearing on the draft Continuum of Care 2001-2006 plan.

VII. **For action:** Development of the agenda for the Local Board meeting of April 9, 2001.

***Documents available at meeting.

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STEERING COMMITTEE MEETING MINUTES

Monday, March 26, 2001
25 Van Ness Ave, Suite 720, 12 PM - 2 PM

I. **Call To Order and Roll Call:** The meeting was called to order at 12:25 PM.
Members Present: Gene Coleman, Gail Gilman, Anne Kronenberg, Joyce Miller, Bob Nelson, Rita Semel, George Smith
Non-Members Present: Holly Friel (Liaison to the Local Board), LaTanya Hurst (member of the public), Willow Schrager (Harder + Co.)

II. **For discussion and possible action:** Discuss and vote on recommendations of the Policy Committee regarding approval and adoption of scoring tools for McKinney Applications.

Gene Coleman moved, with a second by Anne Kronenberg, to adopt the McKinney Scoring Tools, with one typographical correction (page 4 "up to five points for program access" was corrected to state "up to five points for program materials"). The motion passed with general consent; George Smith abstained. *This item was approved by the Steering Committee in lieu of the Full Board.*

III. **For discussion and possible action:** Discuss and vote on the recommendation of the Policy Committee that the Local Board adopt the Department of Public Health definition of homelessness and urge that the Board of Supervisors and the Mayor consider this definition.

A. Definition of Homelessness

1. The "Note" will be expanded to include: "In order to reach a definition we have to recognize that poverty is a major cause of homelessness."
2. Under "Shelter," a line was added stating "Anyone displaced from housing due to a disaster situation."
3. Under "Transitional," The section stating: "Anyone formerly homeless (formerly in one of the above categories) who has obtained supportive housing or permanent housing for less than 60 days," was changed to "30 days," to be in compliance with tenancy laws. A line stating: "While we recognize the issues that brought people to homelessness may take a lifetime to overcome, at the very minimum we recommend that 90 days of aftercare be provided for wrap-around services" was added.
4. Anne Kronenberg distributed a resolution for the Full Board to formally adopt the DPH definition of homelessness. (Document attached.) She will also draft a cover letter to go to Full Board explaining background on DPH definition of homelessness.

Anne Kronenberg moved, seconded by Gail Gilman, to forward this definition of homelessness with recommendation to the Full Board for adoption. The motion passed unanimously.

IV. **For discussion and possible action:** Discuss and vote on the inclusion of the Department of Public Health definition of homelessness in the Continuum of Care 2001-2006 plan.

Anne Kronenberg moved, seconded by Gail Gilman, that the definition of homelessness should be included in the "Executive Summary" and as the last sentence under "Vision." The motion passed unanimously.

V. **For discussion and possible action:** Discuss and vote on Funding Committee budget recommendations.

This item was tabled until the April 16 Funding Committee Meeting, which will be attended by staff of the Mayor's Budget Office.

VI. **For discussion and possible action:** Review Bylaws – Gene Coleman to present.
A. The Bylaws, approved in September 1998, need to be updated to reflect the Board's composition, structure, and policies. Gene Coleman will work with Holly Friel, Liaison to the Local Board, in updating the Bylaws before bringing them to the Full Board.

VII. **For discussion and possible action:** Review of input from public hearing on the draft Continuum of Care 2001-2006 plan.
A. Willow Schrager distributed an addendum with the latest revisions to the Continuum of Care plan.

VIII. **For action:** Development of the agenda for the Local Board meeting of April 9, 2001.
A. The following items were placed on the agenda for the next full Local Board meeting:
1. Policy Committee
    a. Motion recommending adoption by the Local Board of the modified DPH definition of Homelessness. Anne Kronenberg to present resolution. (Documents attached.)
2. Funding Committee:
    a. Update on McKinney process.
3. Steering Committee:
    a. Report on Continuum of Care by Co-Chairs.
    b. Gene Coleman to present on updating of Bylaws. (Document attached.)

B. Future Full Board agenda item: Presentation on how Representative Payee system works.

IX. **Adjournment:** The meeting was adjourned at 2:00 PM.

LOCAL HOMELESS COORDINATING BOARD
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION

WHEREAS, the Local Homeless Coordinating Board was established in 1996 to implement recommendations of the Continuum of Care Plan; and

WHEREAS, the Local Board is a key voice in the development of homeless policy made by the City and County of San Francisco; and

WHEREAS, the City and County of San Francisco does not have an official definition of homelessness and many different definitions of homelessness exist in the system including a Federal definition, grant driven definitions and definitions within different program areas; and

WHEREAS, the Department of Public Health developed a working definition of homelessness to assist in the goal of improving homeless services; and

WHEREAS, the City's Single Room Occupancy Task Force is discussing adoption of the DPH policy; now therefore, be it

RESOLVED, that the Local Homeless Coordinating Board formally adopt the DPH working definition of homelessness as its official definition, and be it

FURTHER RESOLVED, that this definition is not meant to supercede or replace definitions of homelessness that have been set forth by funding sources, contractual agreements, or existing data collection systems; and be it

FURTHER RESOLVED, that the Local Board will work with the Mayor's Homeless Office and City Departments in the development of a CCSF homeless definition; and be it

FURTHER RESOLVED when this definition is established the Local Board will recommend official adoption by the City and County of San Francisco.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING COMMITTEE MEETING

Monday, April 23, 2001
25 Van Ness Ave, Suite 720, 12 PM - 2 PM

AGENDA

I. **For discussion and possible action:** Updating of Bylaws – Gene Coleman to present.***

II. **For discussion and possible action:** Report on Department of Public Health Commission meeting.

III. **For discussion and possible action:** Reports from Standing Committee chairs.

IV. **For action:** Development of the agendas for the Local Board special meeting of May 2, 2001 and regular meeting of May 14, 2001.

***Documents available at meeting.

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STEERING COMMITTEE MEETING MINUTES

Monday, April 23, 2001
25 Van Ness Ave, Suite 720, 12 PM - 2 PM

I. **Call to Order and Roll Call:** The meeting was called to order at 12:23 PM.
Members present: Gene Coleman, Linzie Coleman, Gail Gilman, and Rita Semel
Non-Members present: Holly Friel (Liaison to the Local Homeless Coordinating Board)

II. **For discussion and possible action:** Updating of Bylaws – Gene Coleman to present.

A. Areas to be changed in the bylaws include:

1. Clarification between committees (standing committees) and subcommittees (workgroups that come out of standing committees). The standing committees include a Steering Committee, a Policy Committee, a Funding Committee, a Membership Committee, and an Oversight Committee. The bylaws will include the objectives and priorities of the standing committees, and how co-chairs of committees are elected. The objectives and priorities of the standing committee were determined to be as follows:

- Steering Committee. The Local Board co-chairs are the co-chairs the Steering Committee. Other members of the Steering Committee shall include co-chairs of each of the Local Board's standing committees. The Standing Committee acts as the executive committee and administrative arm of the Local Board. In the case of an issue that needs a decision before the next full Local Board meeting, the Steering Committee is empowered to make a decision on behalf of the full Local Board. The Steering Committee shall explore how to engage and foster public accountability beyond the homeless community for an integrated service system. The Steering Committee shall develop and prepare the agenda for monthly meetings of the full Local Board.

- Policy Committee. The Policy Committee shall review all policies before they are voted on by the full Local Board, and will make recommendations for the implementation of policies adopted by the full Local Board. The Policy Committee shall be responsible for obtaining input and information from any affected City department, homeless individuals, and other affected agencies, in order to inform the Board's decision. The Policy Committee shall respond to policy issues that are brought forth by community members. The Policy Committee shall develop policies in regard to the yearly McKinney process. The Policy Committee shall establish communication between the Mayor, Board of Supervisors, and City Departments so that proposed legislation

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regarding homeless issues comes before the Policy Committee for consideration. The Policy Committee shall establish working relations regionally and across counties in order to review regional approaches to homelessness.

- Funding Committee. The Funding Committee shall be responsible for the development and completion of the yearly McKinney process as well as related projects. The Funding Committee shall ensure that the distribution of homeless program funding effectively meets the need, including obtaining timely information from City departments regarding budgets and funding; completing an inventory of homeless funding sources; making recommendations regarding the budget process to the City; and identifying potential funding sources as well as commitment to participate in the process of problem solving with the philanthropic community. The Funding Committee shall also establish working relations regionally and across counties in order to review regional approaches to homelessness.

- Membership Committee. The co-chairs of the Local Board shall serve as the co-chairs of the Membership Committee. The Membership Committee shall be responsible for reviewing and reporting quarterly on the attendance and participation of Local Board members. The Membership Committee shall recruit and make recommendations of potential Local Board members, using community and City resources.

- Oversight Committee. The Oversight Committee shall be responsible for monitoring the Continuum of Care Plan, including the implementation of the Continuum of Care Plan timeline, monitoring the implementation of the Continuum of Care Plan Action Steps, and ensuring that homeless services are in compliance with the Continuum of Care Plan.

2. Abstention from voting. The Bylaws will include relevant sections of the Administrative Code Section 1.29 Voting Requirements for Members of Commissions, Committees and Other Bodies Created By Legislative Action and the Board of Supervisors Handbook Section VIII. San Francisco's Legislative Process regarding abstention from voting in the case of a conflict of interest.

3. It was recommended that Article VI Grievance and Appeals be eliminated.

III. **For discussion and possible action:** Report on Department of Public Health Commission meeting.

A. Rita Semel presented the Health Commission's resolution adopting the Continuum of Care Plan, which was passed by the Commission. The resolution was modified from the draft resolution that Anne Kronenberg had presented to the Local Board previously.

IV. **For discussion and possible action:** Reports from Standing Committee chairs.
A. Gene Coleman reported on the status of the McKinney process in the Funding Committee.
B. Gail Gilman reported that the Policy Committee dealt with a difficult issue, the MSC-North and MSC-South shelter redesign, and successfully solicited community input at their last meeting.

V. **For action:** Development of the agendas for the Local Board special meeting of May 2, 2001 and regular meeting of May 14, 2001.
A. May 2, 2001 Special Meeting of the full Local Board: Presentation and vote on the Continuum of Care/McKinney Application Final Ranking List. This meeting will be open to the public, however only non-conflicted Local Board members will be permitted to vote.
B. May 14, 2001 Regular Meeting of the full Local Board:
Steering Committee: Bylaws; pass out sign-up sheet for all committees
Policy Committee: Definition of Homelessness; a motion requesting that all future meetings of the Pathways Planning Group or any discussions of the city's shelter policies at MSC North and South be noticed to the Policy Committee of the Local Homeless Coordinating Board and the members of the RFP Workgroup, and the public
Funding Committee: Report on May 2, 2001 Special Meeting of the full Local Board; McKinney process
Old Business: Update on Continuum of Care Plan

VI. **Adjournment:** The meeting adjourned at 1:50 PM.

Minutes were taken by Holly Friel, Liaison to the Local Homeless Coordinating Board.

see "revised agenda"

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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STEERING COMMITTEE MEETING AGENDA

Tuesday, May 29, 2001
25 Van Ness Ave, Suite 720, 12 PM - 2 PM

I. **For discussion and possible action:** Discuss Continuum of Care plan, including status of plan, inclusion of text regarding underserved communities, and comments from Department Heads.

II. **For discussion and action:** Adoption of the Minutes of the March 12, 2001, April 9, 2001, and May 2, 2001 Meetings in lieu of the Full Board. (Documents available at meeting.)

III. **For discussion and action:** Policy Committee motion recommending adoption by the Local Board of the definition of Homelessness. Vote in lieu of the Full Board. (Document available at meeting.)

IV. **For discussion and action:** Policy Committee motion requesting that all future meetings of the Pathways Planning Group or any discussions of the City's shelter policies at MSC North and South be noticed to the Policy Committee of the Local Homeless Coordinating Board and the members of the RFP Workgroup, and the public. Vote in lieu of the Full Board.

V. **For discussion and possible action:** Presentation and possible vote on revised Bylaws. Vote in lieu of the Full Board. (Document available at meeting.)

VI. **For discussion and possible action:** Motion requesting that demographic data requested of this year's McKinney applicants, including neighborhood, ethnicity, disability, etc., be compiled and made available. Vote in lieu of the Full Board.

VII. **For action:** Development of the agenda for June 11, 2001 regular full Board meeting.

Note: The Steering Committee will be voting in lieu of the Full Board on a number of issues raised at the last two regular Full Board meetings. These issues were not voted upon by the Full Board due to the lack of a quorum at the last two meetings.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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STEERING COMMITTEE MEETING
REVISED AGENDA

Tuesday, May 29, 2001
25 Van Ness Ave, Suite 720, 12 PM - 2 PM

I. **For discussion and possible action:** Discuss Continuum of Care plan, including status of plan, inclusion of text regarding underserved communities, and comments from Department Heads.

II. **For discussion and action:** Adoption of the Minutes of the March 12, 2001, April 9, 2001, and May 2, 2001 Meetings in lieu of the Full Board. (Documents available at meeting.)

III. **For discussion and action:** Policy Committee motion recommending adoption by the Local Board of the definition of Homelessness. Vote in lieu of the Full Board. (Document available at meeting.)

IV. **For discussion and action:** Policy Committee motion requesting that all future meetings of the Pathways Planning Group or any discussions of the City's shelter policies at MSC North and South be noticed to the Policy Committee of the Local Homeless Coordinating Board and the members of the RFP Workgroup, and the public. Vote in lieu of the Full Board.

V. **For discussion and possible action:** Presentation and possible vote on revised Bylaws. Vote in lieu of the Full Board. (Document available at meeting.)

VI. **For discussion and possible action:** Motion requesting that demographic data requested of this year's McKinney applicants, including neighborhood, ethnicity, disability, etc., be compiled and made available. Vote in lieu of the Full Board.

VII. **For discussion and action:** Policy Committee motion requesting that the Local Board send a letter to the three members of the Board of Supervisors Finance Committee (Supervisors Leno, Peskin, and Gonzalez) and the President of the Board of Supervisors (Supervisor Ammiano) requesting that the $250,000 of DHS' budget that was put on reserve while the Strengthening Shelters recommendations were developed be carried forward to the next fiscal year.

VIII. **For action:** Development of the agenda for June 11, 2001 regular full Board meeting.

Note: The Steering Committee will be voting in lieu of the Full Board on a number of issues raised at the last two regular Full Board meetings. These issues were not voted upon by the Full Board due to the lack of a quorum at the last two meetings.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING COMMITTEE MEETING MINUTES

Tuesday, May 29, 2001
25 Van Ness Ave, Suite 720, 12 PM - 2 PM

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I. **Call To Order and Roll Call:** The meeting was called to order at 12:20 PM.
Members present: Gene Coleman, Gail Gilman, Anne Kronenberg, Bob Nelson, Rita Semel, George Smith
Non-Members present: Vincent Bunten (Coalition on Homelessness), Holly Friel (Liaison to the Local Board), Michelle Magee (Harder + Co.), Nora O'Connor (Walden House)

II. **For discussion and possible action:** Discuss Continuum of Care plan, including status of plan, inclusion of text regarding underserved communities, and comments from Department Heads.

A. Status of Continuum of Care Plan

1. The goal is to finish plan by end of June.
2. Michelle Magee (Harder + Co.) explained that the plan will be complete after comments from Department Heads and language regarding underserved communities are incorporated.
3. Michelle Magee discussed funding issues. She distributed copies of a letter that she had sent to George Smith on March 6, 2001.
4. **Gail Gilman moved that the Co-Chairs, George Smith, Gene Coleman, and Anne Kronenberg meet with Harder + Co. to discuss the budget implications of finishing the Continuum of Care plan, and report back at the next Full Board meeting on June 11, 2001. Anne Kronenberg seconded the motion. The motion passed unanimously.**

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B. Text regarding underserved communities

1. George Smith asked for more time to complete the text regarding underserved communities that he would like incorporated into the Continuum of Care plan. His text will be considered at a future meeting.

C. Comments from Department Heads

1. DHS Director Trent Rhorer's comments, as well as those from other Department Heads that may be sent to the Local Board, regarding the Continuum of Care plan will be considered at a future meeting.

III. **For discussion and action:** Adoption of the Minutes of the March 12, 2001, April 9, 2001, and May 2, 2001 Meetings in lieu of the Full Board.
A. Gail Gilman moved that the minutes of the March 12, 2001, April 9, 2001, and May 2, 2001 meetings be adopted. Rita Semel seconded the motion. The motion passed unanimously.

IV. **For discussion and action:** Policy Committee motion recommending adoption by the Local Board of the definition of homelessness. Vote in lieu of the Full Board.
A. Gail Gilman moved that the Local Board adopt the Policy Committee's definition of homelessness to take to Departments and the Board of Supervisors, recommending that the City adopt the Local Board's definition of homelessness. Anne Kronenberg seconded the motion. The motion passed unanimously.

1. Gail Gilman stated that the Policy Committee will present an action plan in support of the adoption of the definition of homelessness by City Departments and the Board of Supervisors at the next Full Local Board meeting on June 11, 2001.

V. **For discussion and action:** Policy Committee motion requesting that all future meetings of the Pathways Planning Group or any discussions of the City's shelter policies at MSC North and South be noticed to the Policy Committee of the Local Homeless Coordinating Board and the members of the RFP Workgroup, and the public. Vote in lieu of the Full Board.

A. Rita Semel moved a request that all future meetings of the Pathways Planning Group or any discussions of the City's shelter policies at MSC North and South be noticed to the Policy Committee of the Local Homeless Coordinating Board and the members of the RFP Workgroup, and the public. Anne Kronenberg seconded the motion. The motion passed unanimously.

VI. **For discussion and possible action:** Presentation and possible vote on revised Bylaws. Vote in lieu of the Full Board.
A. Anne Kronenberg moved that the revised Bylaws be adopted by the Local Board. Rita Semel seconded the motion. The motion passed unanimously.

VII. **For discussion and possible action:** Motion requesting that demographic data requested of this year's McKinney applicants, including neighborhood, ethnicity, disability, etc., be compiled and made available. Vote in lieu of the Full Board.
A. Anne Kronenberg moved a request that demographic data requested of this year's McKinney applicants, including neighborhood, ethnicity, disability, etc., be compiled and made available. Rita Semel seconded the motion. The motion passed unanimously.

1. Holly Friel explained that the data requested in the motion is the demographic data that this year's McKinney applicants were asked to provide regarding their clients, staff, and boards. Holly Friel also stated that she has spoken with Maggie Donahue and Barrie Grenell to determine who should compile the appropriate data.

VIII. **For discussion and action:** Policy Committee motion requesting that the Local Board send a letter to the three members of the Board of Supervisors Finance Committee (Supervisors Leno, Peskin, and Gonzalez) and the President of the Board of Supervisors (Supervisor Ammiano) requesting that the $250,000 of DHS' budget that was put on reserve while the Strengthening Shelters recommendations were developed be carried forward to the next fiscal year.
A. Gene Coleman moved that the Local Homeless Coordinating Board requests that the $250,000 of DHS' budget that was put on reserve last year for services in the shelters be carried forward to the next fiscal year and that the money be allocated in accordance with the Local Board recommendation made in the Strengthening Single Adult Shelters Committee. A letter will be sent to the Board of Supervisors Finance Committee and President from the co-chairs to support that request. Rita seconded the motion. The motion was passed unanimously.

IX. **For action:** Development of the agenda for June 11, 2001 regular Full Board meeting.
A. The following items were placed on the agenda for the next full Local Board meeting:

1. Policy Committee: Motion regarding City adoption of definition of homelessness, report on discussion of policy regarding people who are vehicularly housed.
2. Funding Committee: Reports on McKinney Application, Continuum of Care Plan, and discussion of funding streams.
3. Steering Committee: Reports on motions passed in lieu of the Full Board.
4. Membership Committee: Reports on Board vacancies, new member recruitment, Standing Committee chairs and membership, and new member orientation.

X. **Adjournment:** The meeting adjourned at 1:35 PM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Definition of Homelessness

Note: Poverty is the major cause of homelessness. In order to reach a definition of homelessness this root cause must be addressed. This definition is not meant to supercede or replace definitions of homelessness that have been set forth by funding sources, contractual agreements, or existing data collection systems.

The term "HOMELESS" includes individuals or families who lack a fixed, regular, and adequate nighttime residence and who have a primary nighttime residence in one or more of the following categories:

	Description
Shelter	Anyone staying in a mission or homeless or domestic violence shelter, i.e., a supervised public or private facility that provides temporary living accommodations. Anyone displaced from housing due to a disaster situation.
Street	Anyone staying outdoors; for example, street, sidewalk, doorway, park, freeway underpass.
Vehicle	Anyone staying in a car, van, bus, truck, RV, or similar vehicle.
Make-Shift	Anyone staying in an enclosure or structure that is not authorized or fit for human habitation by building or housing codes, including abandoned buildings ("squats") or sub-standard apartments and dwellings.
Doubled-Up	Anyone staying with friends and/or extended family members (excluding parents and children), because they are otherwise unable to obtain housing, or Any family with children staying in a Single Room Occupancy (SRO) hotel room – whether or not they have tenancy rights, or Anyone staying in temporary housing for less than 6 months, and the accommodations provided the person are substandard or inadequate, for example, garage, small room, overly crowded space.
Transitional	Anyone staying in a Single Room Occupancy (SRO) hotel room without tenancy rights, or Anyone formerly homeless (formerly in one of the above categories) who is now incarcerated, hospitalized, or living in a treatment program, half-way house, transitional housing or Anyone formerly homeless (formerly in one of the above categories) who has obtained supportive housing or permanent housing for less than 30 days. While we recognize that the issues that brought people to homelessness may take a lifetime to overcome, we believe that at a minimum, 90 days of wrap around aftercare services should be provided for individuals exiting homelessness into permanent housing.

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Adopted 5/29/01

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING COMMITTEE MEETING AGENDA
Monday, June 25, 2001
25 Van Ness Ave, Suite 720, 9:30 AM – 11:30 AM

I. For discussion and possible action: Discuss Continuum of Care plan comments from City Department Heads.

II. For discussion and action: Adoption of the Minutes of the May 14, 2001 meeting. *Vote in lieu of the Full Board.* (Document available at meeting.)

III. For discussion and action: Vote on Policy Committee action plan in support of the adoption of the definition of homelessness by City Departments and the Board of Supervisors. *Vote in lieu of the Full Board.*
Motion: 1) The Co-Chairs of the Local Homeless Coordinating Board shall send a letter to City Departments requesting a letter in support of the Local Board's definition of homelessness; 2) These letters be sent to Supervisor Ammiano with a request that the Board of Supervisors adopt the Local Board's definition of homelessness; and, 3) Bob Nelson will follow up on the written request with a call to Supervisor Ammiano.

IV. For discussion and possible action: Discuss Local Board vacancies.

V. For discussion and possible action: Discuss and schedule new Local Board member orientation and possible retreat, review notes from 1999 Retreat. (Document available at meeting.)

VI. For discussion and possible action: Discuss what committee should determine the use of the Local Board funds on reserve at the Board of Supervisors.

VII. For discussion and action: Reports from Standing Committee chairs.

VIII. For action: Development of the agenda for July 9, 2001 regular full Board meeting.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING COMMITTEE MEETING MINUTES

Monday, June 25, 2001
25 Van Ness Ave, Suite 720, 9:30 AM – 11:30 AM

I. Call To Order & Roll Call: The meeting was called to order at 9:38 AM.
Members present: Gene Coleman, Bob Nelson, Deven Richardson (for George Smith), Rita Semel
Non-members present: Barb Boice, Vincent Bunten (Coalition on Homelessness), Heather Fong (Police Department), Holly Friel (Liaison to Local Board), Pete Howes (Fire Department), Reno Rapagnani (Police Department), Bobbi Rosenthal (pending Local Board member) Chief Rich Shortall (Fire Department), Willow Shrager (Harder+Co.)

II. For discussion and possible action: Discuss Continuum of Care plan comments from City Department Heads.
A. Heather Fong (Police Department) reported that the Police Department and Commission may not be able to adopt the Continuum of Care plan as it is. There are a few legal issues that they are examining. They will send us comments as soon as possible.
B. Rich Shortall (Fire Department) reported that the Fire Department is often the first City department to come into contact with homeless people, yet they have not been mentioned in the plan. The Fire Department will work with DPH, DHS, Mayor's Office on Homelessness, and Mayor's Office of Neighborhood Services to develop language that acknowledges the Fire Department's role to be incorporated into the Health and Human Services section of the Continuum of Care plan.
C. The Police and Fire Departments expressed interest in participating in the Annual Workplan in the Oversight Committee.
D. The Committee would like Anne Kronenberg (DPH) and Maggie Donahue (DHS) present to discuss DHS Director Trent Rhorer's written comments.
E. A special Steering Committee meeting was called for in order to solicit input on DHS Director Trent Rhorer's comments, additional comments from City departments, as well as input from the chairs of the Continuum of Care subcommittees. The meeting has been tentatively scheduled for Thursday, July 5, 2001, from 2:30 PM - 4:30 PM, the location will be determined.

III. For discussion and action: Adoption of the Minutes of the May 14, 2001 meeting. *Vote in lieu of the Full Board.*
A. Gene Coleman moved that the Minutes of the May 14, 2001 full Local Board meeting be adopted. Gail Gilman seconded the motion. The motion passed unanimously.

IV. For discussion and action: Vote on Policy Committee action plan in

support of the adoption of the definition of homelessness by City Departments and the Board of Supervisors. *Vote in lieu of the Full Board.*

Motion: 1) The Co-Chairs of the Local Homeless Coordinating Board shall send a letter to City Departments requesting a letter in support of the Local Board's definition of homelessness; 2) These letters be sent to Supervisor Ammiano with a request that the Board of Supervisors adopt the Local Board's definition of homelessness; and, 3) Bob Nelson will follow up on the written request with a call to Supervisor Ammiano.

A. The above motion passed unanimously, with the recommendation that resolutions in support of the definition of homelessness be included with the letter to the Board of Supervisors.

V. For discussion and possible action: Discuss Local Board vacancies.

A. Vacancy notices have been distributed, with the deadline to apply set for July 2, 2001.

B. The Membership Committee will review the applications and make recommendations to the Full Local Board at their next meeting scheduled for Thursday, July 5, 2001 from 12:00 PM - 2:00 PM, 25 Van Ness Avenue, Room 720.

C. The Membership Committee will present brief biographies of their recommendations when they present to the Full Local Board.

VI. For discussion and possible action: Discuss and schedule new Local Board member orientation and possible retreat, review notes from 1999 Retreat.

A. The Steering Committee determined that the Local Board will hold a new Board member orientation and a retreat as two separate meetings.

B. The Membership Committee will determine the agenda for the new Board member orientation. The orientation has been tentatively scheduled for Wednesday August 8, 2001 9AM – 11AM, or Thursday August 9, 2001 9AM – 11 AM, and is subject to change dependent upon new Local Board members' availability. The location will be determined.

C. The Steering Committee, in conjunction with a facilitator, will determine the agenda for the retreat. Gene Coleman will check with Compass Point regarding the facilitator, and will try to identify a location for the retreat. The retreat should include a review of the Local Board's mission, overall goals, and specific goals for the upcoming year. The retreat has been tentatively scheduled for Saturday August 11, 2001 10AM – 2PM, or Saturday August 18, 2001 10 AM – 2PM, and is subject to change dependent upon Local Board members' availability. The location will be determined.

VII. For discussion and possible action: Discuss what committee should determine the use of the Local Board funds on reserve at the Board of Supervisors.

A. Gene Coleman reported that there is currently $50,000 on reserve at the Board of Supervisors for the Local Board in MOCD's budget. About half of the money has been committed to pay for completion of the Continuum of Care plan.

B. Rita Semel moved that the Steering Committee should determine how the $50,000 reserve funds should be spent. The Steering Committee recommends that the funds remaining after the Continuum of Care plan has been paid for should be spent on evaluations of McKinney sponsors. Evaluations will include client satisfaction surveys, delivery of services, level of success of programs. The Steering Committee also recommends that funding for the evaluations be sought from organizations and private agencies. The motion passed unanimously.

C. Gail Gilman moved, in accordance with the Policy Committee's recommendation, that the Oversight Committee be responsible for the implementation of the Strengthening Single Adult Shelters committee recommendations for spending the $250,000 that is currently on reserve in DHS's budget at the Board of Supervisors. Gene Coleman seconded the motion. The motion passed unanimously.

VIII. For discussion and action: Reports from Standing Committee chairs.

A. Gene Coleman presented the Funding Committee report in his earlier discussion of the $50,000 on reserve at the Board of Supervisors.

B. Gail Gilman presented the Policy Committee report. She discussed the $250,000 on reserve at the Board of Supervisors, the Policy Committee's discussions around people who are vehicularly housed, and the creation of a contact sheet for starting housing and shelter programs in San Francisco.

IX. For action: Development of the agenda for July 9, 2001 regular full Board meeting.

A. The following items were put on the agenda for the July, 9, 2001 full Local Board meeting:

1. Funding Committee report on $50,000 reserve funds.
2. Policy Committee report on $250,000 reserve funds, vehicularly housed, contact sheet.
3. Steering Committee report on Continuum of Care plan, passage of Policy Committee definition of homelessness action plan, Local Board retreat.
4. Membership Committee recommendations for Local Board vacancies and new Board member orientation.

X. Adjournment: The meeting adjourned at 11:00 AM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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SPECIAL STEERING COMMITTEE MEETING
AGENDA
Thursday, July 5, 2001
25 Van Ness Ave, Suite 720, 2:30 PM – 4:30 PM

I. For discussion and possible action: Discuss final revisions of Continuum of Care plan.*

**Please note that this will be the last opportunity to incorporate revisions into the 2001-2006 Continuum of Care plan. We ask that City Department representatives, Co-Chairs from the Continuum of Care subcommittees, and any other interested parties attend this meeting in order to finalize the plan. After the plan is finalized, the Local Homeless Coordinating Board Oversight Committee will be orchestrating the annual work plan, which will provide for annual implementation and updating of the Continuum of Care plan. We invite all interested parties to participate in the ongoing updating and implementation of the Continuum of Care plan.*

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SPECIAL STEERING COMMITTEE MEETING MINUTES

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Thursday, July 5, 2001
25 Van Ness Ave, Suite 720, 2:30 PM – 4:30 PM

I. Call To Order and Roll Call: The meeting was called to order at 2:37 PM.
Members present: Gene Coleman, Maggie Donahue, Anne Kronenberg, Bob Nelson, Rita Semel, George Smith
Non-members present: Barb Boice, Rick Bruce (Police Department), Deputy Chief Heather Fong (Police Department), Holly Friel (Liaison to Local Board), Reno Rapagnani (Police Department), Willow Schrager (Harder+Co.)

II. For discussion and possible action: Discuss final revisions of Continuum of Care plan.
A. Police Department. Deputy Chief Heather Fong, Police Department, distributed a letter from Police Chief Lau. (Document attached.) Heather Fong discussed the following issues:

1. The Police Department agrees that there needs to be a sensitivity to serving people who are homeless. Their obligation is to enforce the law. The Police Department interpreted aspects of the Continuum of Care plan to mean that the Police Department is not expected to enforce the law if someone is deemed to be homeless. The attached letter and supplemental materials outline the areas of concern in the plan as well as their accompanying departmental policies, procedures, and laws.
2. Page 97, Action Step #56, re. Domestic violence. (See attached letter and corresponding Continuum of Care plan page.) Police Department cannot broaden the definition, only the legislative body can do that.
   - Suggested change: "Seek amendments to both State and local legislation to broaden the definition of domestic violence to include any perpetrator living on the premises, including elder abuse, spousal abuse inclusive of domestic partners, and child abuse."
3. The other issues raised in the Police Department letter were discussed in Committee, but no decision was reached. These issues will be referred to the City Attorney for an opinion, and discussed further by this Committee.

B. Fire Department. Anne Kronenberg spoke with Chief Rich Shortall, Fire Department, who recommended two changes:

1. Page 85, in the second full paragraph. In the sentence "A major focus is on integrating..." add the term "paramedic response" prior to "physical, mental health..."
2. Page 86 Action Step 2, add "Paramedic response."

C. Department of Human Services. DHS Director Trent Rhorer had submitted comments in writing. (Document attached.)

1. Factual corrections were accepted by the Committee.
2. Policy corrections will be forwarded to the co-chairs of the relevant committees. In particular, concerns in the Income Education and Employment section will be referred to Laura Ware, co-chair of that sub-committee.

III. Adjournment: The meeting adjourned at 4:05 PM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103

FRED H. LAU
CHIEF OF POLICE

July 5, 2001

Mr. Bob Nelson, Co-Chair
Ms. Rita Semel, Co-Chair
San Francisco Local Homeless Coordinating Board
25 Van Ness Avenue, Suite 750
San Francisco, CA 94102

Dear Mr. Nelson and Ms. Semel:

As per your request at the Steering Committee Meeting of the Local Homeless Coordinating Board, held on June 25, 2001, the San Francisco Police Department offers the following comments and suggestions regarding the draft copy of the *Continuum of Care.*

Page 97, Action Step #56 – The San Francisco Police Department must follow the definition of *domestic violence* as set forth in the California Penal Code. This step should therefore read:

> Seek amendments to State legislation to broaden the definition of domestic violence to include any perpetrator living on the premises.

Page 124, Civil Rights Section. The San Francisco Police Department disagrees with the conclusions set forth in the paragraph that begins, "The following principles establish..." and also believes that the paragraph does not accurately state the current law. The Department suggests the following alternative language:

> The following principles establish that people who are homeless must receive equal treatment under the law. Services and policies, including law enforcement measures, must not discriminate against homeless and/or disabled people because of their condition of being homeless or disabled. Furthermore, every person has the right to use the public streets and public places so long as the person is not engaged in criminal activity. Neither a person's appearance, nor general complaints from residents, merchants or others justifies a request to move on or a detention, however brief.

Page 124, Section #1, Equal Protection. The last sentence does not accurately set forth the current state of the law and creates a standard that would be difficult to enforce. See

Tobe v. City of Santa Ana, 9 Cal.4th 1069, 1104. The Department therefore believes that this paragraph should read:

> The City must not discriminate against people who are homeless on the basis of their condition of being homeless.

Page 124, Section #3, Due Process. Again, the Department does not believe that this paragraph accurately states the law. Specifically, the Department does not believe that the *due process* clause requires that all persons have a right to "understand all rules in writing." Additionally, although the Department is not certain what is intended by the phrase "the right to a grievance procedure *independent of all parties*," the Department believes that, for example, its procedure of having its officers conduct tow hearings does not violate due process. The Department therefore suggests that this paragraph read as follows:

> All persons, including persons who are homeless, are entitled to due process.

Page 125, Section #5, Confidentiality. Because all Departments are required to comply with the City's Sunshine Ordinance, which restricts confidentiality in certain situations, the Department believes that this section should contain a reference to that law. The Department proposes that this Section read as follows:

> People who are homeless have the same right to confidentiality as other persons. At a minimum, this right encompasses current federal and state guidelines, but all City agencies must comply with the City's Sunshine Ordinance. The right to confidentiality shall apply to the dissemination, storage, retrieval, and acquisition of identifiable information.

Page 125, Section #8, Personal Property. The Department's procedures for handling abandoned personal property are controlled by state law and policies adopted by the Police Commission. See, e.g., California Civil Code section 2080 and Department General Order 6.15, attached hereto. The Department believes that its procedures follow due process and are otherwise constitutional. The Department suggests the following changes to comport with current practice:

> People who are homeless have the same property rights afforded to all other people.

Page 128, Section #3. The Department does not believe that it is an "agency" as set forth in this section, nor does it believe that it has received McKinney dollars. If the Local Board believes otherwise, please notify the Department as soon as possible so that we can determine whether current Department policies need to be amended in order to create a "Civil Rights Plan."

Page 129, Section #5. The SFPD has already addressed the rights of the disabled and homeless through policies, procedures and training. Attached hereto are various Department policies on these subjects. Additionally, the Department conducts, with representatives of the Coalition on Homelessness and other organizations, training blocks in its Academy that also address these issues. The changes noted above comport with our policies and training.

If we can be of any additional assistance, please do not hesitate to contact Deputy Chief Heather Fong, Field Operations Bureau, at 553-1527. It should be noted that any changes to existing Department policies must be directed to the San Francisco Police Commission for public comment and possible Commission action.

Sincerely,

FRED H. LAU
Chief of Police

Attachments: Police Commission Resolution #1962-88
Department Bulletin #00-137
Department General Order 6.15
Basic Academy Course breakdown

RESOLUTION NO. 1962-88

POLICY OF THE POLICE COMMISSION OF THE SAN FRANCISCO POLICE DEPARTMENT ON THE RIGHTS OF THE HOMELESS

RESOLVED, that members of the Department are obligated to treat all persons equally regardless of their economic or living conditions. The homeless enjoy the same legal and individual rights afforded to others. Members shall at all times respect these rights. Homeless individuals shall also, upon request, receive the same level of prompt, courteous police service provided to other residents, workers and visitors in San Francisco; and be it further

RESOLVED, that accordingly, all members are reminded of the following:

1. SFPD General Order D-6 states: "All persons have the right to use the public streets and places so long as they are not engaged in specific criminal activity."

   "Vagrancy" (inability of persons to financially support themselves) is not a crime. Presence of a homeless person on a public street or sidewalk or in a public park, in and of itself, is not a crime. The California Statute (Penal Code Section 647(e)) that imposed criminal penalties on persons who loiter or wander about in a public place has been declared unconstitutional and members shall not arrest or threaten to arrest individuals for violating this provision.

2. SFPD General Order D-6 further states:

"Factors such as race, sex, sexual preference, age, dress, unusual or disheveled or impoverished appearance do not alone justify even a brief detention or a request for identification absent individualized suspicion of that person's specific criminal activity according to the test set forth (below). Nor can generalized complaints by residents or merchants or others, justify detention of any person absent such individualized suspicion."

"A police officer may briefly detain a person for questioning or request the person to produce identification only if the circumstances known or apparent to the officer include specific and articulable facts causing him or her to suspect that (1) some activity relating to crime has taken place or is occurring or about to occur, and (2) the person he or she intends to stop or detain is involved in that activity. Not only must the officer subjectively entertain such a suspicion, but it must be objectively reasonable for the officer to do so."

"Circumstances short of probable cause to make an arrest but which satisfy the test described above may justify an officer in briefly stopping a person, pedestrian or motorist for questioning and the brief stopping and questioning of such person does not necessarily constitute an arrest."

"Mere suspicion of 'hunch' on the part of the officer is not sufficient cause to stop and question a person or demand identification even though the officer is acting in good faith."

3. Searches conducted by members shall be consistent with all department policies and Federal and State constitutional standards; therefore be it further

RESOLVED, and it is resolved that this shall be and is hereby adopted as Police Commission policy for the San Francisco Police Department on the rights of the homeless.

AYES: Commissioners Giraudo, Lee, Nelder, Orr-Smith
ABSENT: Commissioner Medina

A
00-137
8/17/00

RIGHTS OF THE HOMELESS

On November 2, 1988, the San Francisco Police Commission introduced Resolution No. 1962-88 regarding the rights of the homeless. Members are reminded of the obligations and regulations as outlined below:

Members of the Department are obligated to treat all persons equally, regardless of their economic or living conditions. The homeless enjoy the same legal and individual rights afforded to others. Members shall at all times respect these rights. Homeless individuals shall also receive the same level of prompt, courteous police service provided to other residents, workers and visitors in San Francisco. Accordingly all members are reminded of the following:

1. Department General Order 5.03, *Investigative Detentions*, states: *[E]very person has the right to use the public streets and public places so long as he/she does not engage in criminal activity.*

   "Vagrancy," that is, the inability of persons to support themselves financially, is not a crime. The presence of a homeless person on a public street or sidewalk or in a public park, in and of itself, is not a crime. The California statute (Penal Code Section 647(e)) that imposed criminal penalties on persons who loiter or wander about in a public place has been declared unconstitutional, and members shall not arrest or threaten to arrest individuals for violating this provision

2. Department General Order 5.03 further states:

   Factors such as a person's race, sex, sexual orientation, age, dress, unusual or disheveled or impoverished appearance no not alone justify even a brief detention, a request for identification, or an order to move on, nor do general complaints from residents, merchants or others.

   A police officer may briefly detain a person for questioning or request identification only if the officer has a reasonable suspicion that the person's behavior is related to criminal activity. The officer, however, must have specific and articulable facts to support his/her actions; a mere suspicion or "hunch" is not sufficient cause to detain a person or to request identification.

(Over)

3. Searches and arrests conducted by members shall be consistent with all Department policies, general duties of patrol officers, and federal and state constitutional standards (see DGO 5.03, *Investigative Detentions*; DGO 6.18, *Warrant Arrests*; DGO 6.15, *Property Processing*; and DGO 1.03, *Duties of Patrol Officers*).

4. Nothing in this bulletin precludes an officer from talking to any citizen in a non-detention setting or consensual encounter.

PRENTICE E. SANDERS
Acting Chief of Police

PROPERTY PROCESSING

This order outlines procedures for processing of property for identification which includes evidence and non-evidence, narcotics, volatile or inflammable substances, and destructive devices.

I. POLICY

A. RESPONSIBILITIES. The member who first receives or takes property is responsible for it until the item is processed as property for identification and is received at the district station or at the Property Control Section.

II. DEFINITIONS/GUIDELINES

A. CLASSIFICATION OF PROPERTY. Property is divided into four major categories:

1. PROPERTY FOR IDENTIFICATION. Property for Identification is divided into two sub-categories:

   a. EVIDENCE (E): Property (except narcotics) or money that is related or possibly related to a crime (see DGO 6.02, Physical Evidence).

   b. NON-EVIDENCE: Property or money not apparently related to a crime. Non-evidence property is further divided into two categories:

      - Found Property (F)
      - Property for Safekeeping (P)

2. NARCOTICS. Substances that are suspected of being a narcotic.

3. VOLATILE OR INFLAMMABLE SUBSTANCES

4. DESTRUCTIVE DEVICES. Any of the weapons or devices defined in Sec. 12301 P.C.

III. PROCEDURES

A. PROPERTY FOR IDENTIFICATION

1. PROPERTY RECEIPT FORM. When taking or receiving Property for Identification from a person (including an arrestee), complete a Property Receipt (SFPD 315) in duplicate. Give the person the original and keep the copy. If the form is not issued, state the reason in your incident report.

2. COMPUTER CHECKS. If any item has a serial number or a mark of identification, query the computer to determine if it is stolen.

3. HANDLING AND PACKAGING . When booking property, you are responsible for the safe and proper packaging of the item. Ensure that fragile items are protected from breakage. Detailed procedures for collecting and preserving physical evidence are found in DGO 6.02, Physical Evidence.

   a. KNIVES, ETC. Carefully wrap knife blades and items with sharp points so they do not pierce the envelope or container. Safely wrap narcotic paraphernalia, and always place hypodermic syringes into syringe containers before booking them.

   b. BODY FLUIDS. Affix a BIO HAZARD label on any envelope or package containing an item that has been contaminated with a body fluid, e.g., blood, semen.

   c. ENVELOPE. Place the item (except money) in a Property for Identification Envelope with a copy of SFPD 315. List the item(s) it contains on the face of the envelope, seal it, write your initials and star number over the edge of the flap, and seal it with transparent tape.

   d. MONEY. Package all money (U.S. and foreign currency) in a green Money for Identification Envelope. Show the amounts in both figures and words. Before sealing the envelope, have the station keeper verify the amount of money contained in the envelope. If the amount is correct, the station keeper shall sign his/her initials and star number on the edge of the flap next to the initials of the officer booking the money. The station keeper shall also ensure that the envelope is properly sealed with transparent tape.

e. OTHER CONTAINERS. If the item is too large for a Property for Identification Envelope, use a Property for Identification Bag. If the bag is too small, use a suitable container, attach a Property for Identification Tag to it, and attach SFPD 315 to the tag. If a container is not practical, attach a Property for Identification Tag directly to the item and attach SFPD 315 to the tag.

f. FIREARMS. Unload firearms before packaging or tagging them. Always package firearms and ammunition separately from all other property. Packaged ammunition may be placed in the same container with the unloaded weapon. The supervisor and the officer booking the firearm must sign their names and star numbers on the envelope, bag or property tag certifying that the weapon is unloaded.

- *If you cannot unload a firearm or are unfamiliar with its operation, place it in a secure location at the station until a member of the Police Range can respond and disarm it. The station keeper on duty (or next scheduled) when the Police Range is open, shall make the arrangements. After the firearm has been disarmed, the station keeper will package or tag the firearm and forward it to the Property Control Division.*

4. PROPERTY LOG/INVENTORY. When receiving property at the district stations, the station keeper shall enter the property on the District Station Property Log (SFPD 230). If the property is taken directly to the Property Control Section, a Property Transfer Receipt Form (SFPD 361) must be completed and given to the member accepting it. When relieved or reporting on or off duty, inventory any property held, and enter the number of items (packages) held in station log book.

5. BICYCLES. Use a Property for Identification Tag and list the serial number of the bicycle on it. Attach the tag to the frame and retain the bicycle at the station. The Property Control Section will pick up bicycles held as property for identification at district stations each Friday.

6. MOTOR VEHICLES. See DGO 9.06, Vehicle Tows.

7. PRISONER PROPERTY. See DGO 4.01, Booking of Prisoners.

8. COMPUTERS (also see DGO 10.08, Use of Computers). If you attempt to examine computer files before booking a computer for evidence, but are not wholly familiar with the technical aspects of the system, it is possible that certain files in the systems may be altered, deleted or corrupted. If the computer is returned to the owner, the Department may be held liable for any alteration or loss of data. Therefore, all computers seized as evidence shall be booked into the Property Control Section, and the MIS Unit notified prior to any investigation of the contents. In emergencies, the MIS Unit shall be contacted through the Operations Center.

9. PERISHABLE PROPERTY. Unless specifically authorized by the Officer-in-Charge of the Property Control Section, perishable items (e.g., produce, meat, frozen food, etc.) shall not be booked as Property for Identification. These kinds of items should be photographed for evidentiary purposes and appropriately disposed of in accordance with the direction of a superior officer.

10. INCIDENT REPORT. Write an incident report each time when booking Property for Identification and indicate its sub-classification, e.g., (E) evidence, (F) found, (P) property for safekeeping.

11. RETURNING PROPERTY AT THE DISTRICT STATION

    a. Property may be returned to its owner if it is not contraband and cannot be connected to a crime. Certain evidence connected to a robbery or a pursesnatch may be returned if keeping it causes a substantial inconvenience to the owner. This evidence may include driver licenses, passports, identification cards, credit cards, money, keys or similar articles.

    b. Always consult your lieutenant and get his/her approval before returning any property. The decision to release the property must be based on the facts in the case, the advice of the Investigations Bureau, the jeopardy to prosecution, and the real and urgent need of the owner.

c. When releasing property, complete a Property Release form (SFPD 158) and forward it to the Property Control Section. Explain the reason the property was returned in the incident report. The station keeper must then make a notation of the District Station Property Log (SFPD 230) that the property has been returned to its owner.

11. SIGNING OUT PROPERTY/PROPERTY CONTROL SECTION. When taking Property for Identification from the Property Control Section, you assume responsibility for its care, physical custody and return.

a. When taking Property for Identification, complete a Property Request (SFPD 250) and sign the Court Log Book. Write your name, star number, and the destination of the property in the log.

b. If the property is admitted into evidence, returned to its owner, or held in court by the judge, clerk or district attorney, submit a memorandum indicating when the property was signed out and to whom it was given. If the property was retained in court, indicate the date, the court number and the name of the judge.

12. RETENTION OR DISPOSAL OF PROPERTY FOR IDENTIFICATION.

a. Each month the Computer Management System will provide the Property Control Section with a printout containing a list of all evidence held for various units of the Department. The list will be sent to the Officer-in-Charge of each unit who shall ensure that the assigned investigator indicate whether he/she wishes to hold or dispose of the evidence by writing "hold" or "dispose" next to the case number and printing his/her name and star number adjacent to the case number.

b. The Officer-in-Charge of each unit shall have forty-five (45) days after receiving the printout to complete the information and return it to the Property Control Section. The Property Control Section shall be responsible for maintaining these printouts in accordance with the Record Destruction Schedule.

B. NARCOTICS

1. PACKAGING. Package suspected narcotics (except paraphernalia) in an Analyzed Evidence Envelope. If more than one envelope is needed, number each envelope along with the total number of envelopes. Seal the envelope, write your initials and star number on the edge of the flap, place transparent tape over it, and seal it with sealing wax. If the suspected narcotics are too large for packaging in envelopes, find a suitable container (e.g., a cardboard box) and securely attach the Analyzed Evidence Envelope to it.

2. CHAIN OF CUSTODY. The arresting or confiscating officer must deliver suspected narcotics to the Crime Laboratory (Hall of Justice, Room 435). If the Crime Laboratory is closed, place the envelope(s) into the Narcotics Drop located between Rooms 435 and 437. If the package is too large for the slot, contact the Operations Center to arrange for the package to be properly secured. Indicate in your incident report the disposition of the suspected narcotics.

3. SIGNING OUT NARCOTIC EVIDENCE. Narcotic evidence taken from the Crime Laboratory must be signed out. A Narcotic Sign Out Log is kept in the front office and indicates the name of the member taking the narcotic, the purpose and the location where it is being taken.

4. RETURNING NARCOTIC EVIDENCE. Narcotic evidence must be returned to the Crime Laboratory on the same day it is signed out. If the case is concluded, continued or recessed, and the substance has not been admitted into evidence, immediately return it to the Crime Laboratory. If you are in possession of narcotic evidence and must leave the Hall of Justice, return it to the Crime Laboratory before leaving. After 1700 hours, return narcotic evidence by placing it into the Narcotic Drop. If the package(s) is too large, take it to the Operations Center and you will be given a copy of the Chain of Custody form as a receipt. If the narcotic evidence is held in court, notify the Crime Laboratory the same day and make an appropriate entry into the Narcotic Sign-Out Log. After 1700 hours, prepare a memorandum indicating the court in which the narcotic evidence is held and the name of the judge. Sign the memorandum and place it into the Narcotic Drop.

C. VOLATILE OR INFLAMMABLE (FLAMMABLE) SUBSTANCES. The Arson Task Force is responsible for the storage and analysis of volatile or inflammable substances, including firebombs and incendiary devices. Contact the Arson Task Force at 861-8000 ext. 301 between 0800 and 1700 hrs. or at ext. 347 between 1700 and 0800 hrs.

D. DESTRUCTIVE DEVICES. Explosive Ordnance Disposal (E.O.D.) personnel collect and preserve all destructive device evidence (see DGO 8.08, Bomb Threats, Destructive Devices, Explosions).

1. FIREWORKS. Officers assigned to district stations shall book fireworks at the stations, and officers assigned to the Hall of Justice shall book fireworks at the Property Control Section, when:

   - The fireworks consist of small explosives (e.g., firecrackers or pin wheels) and will fit into one (1) property envelope.

   - The fireworks consist of larger explosives (e.g. cherry/barrel bombs) and number ten (10) or less.

a. NOTIFICATION OF E.O.D. When booking fireworks at the district station between 1000 and 1800 hrs., immediately notify the E.O.D. Unit. If the fireworks are booked after 1800 hrs., the station keeper on duty the next day at 1000 hrs. shall notify the E.O.D. Unit. The E.O.D. Unit is responsible for the pickup of fireworks booked at district stations.

b. IMMEDIATE NOTIFICATION. The station keeper shall immediately notify the E.O.D. Unit at its office or through the Operations Center when:

   - The quantity of the fireworks exceed those specified above.

   - A large quantity of fireworks has accumulated at the station and could cause extensive personal or property damage.

   - The age or volatility of the fireworks is unknown.

c. INFORMATION/ADVICE. The E.O.D. Unit will provide members with instructions or information concerning the handling, transportation and storage of fireworks when requested.

BASIC COURSE HOUR AND INSTRUCTORS

POST LD#	POST HRS	SFPD HRS	SFPD INSTRUCTOR HRS	REGIONAL HRS	REGIONAL INSTRUCTOR HRS	CLASS TITLE	SCHEDULING COMMENTS	PRIMARY INSTRUCTOR	BACK-UP INSTRUCTOR
34	21	28	28	28	28	first aid / cpr / AIDS and emergency workers	add 2 hrs from LD30 for 30 hrs total	Doucy	
35	72	77	45	77	45	firearms training	same week as EVOC, schedule before LD20	range staff	
			8		8	night fire	same day as high risk car stops	range staff	
			8		8	tactical movement	same day as FATS before final scenarios	range staff	
			8		8	chemical agents	1 day before final scenarios	Lee, Callejas	Lum
			8		8	FATS	same day as tactical movement	Quinn	Galeano
36	4	16	12	8	4	information systems		Levin	Mulkern
			4		4	computer practical	same day as mock court / adc. lav. practical	Mulkern	
37	6	6	4	8	4	mental illness / developmentally disabled	covered before 1st scenarios	Cowhig	Silverman
			2		2	ADA issues	schedule before mental illness	Sullivan	Cowhig
			2		2	hearing impaired / visually impaired	*contact Al Triguero	Ms. Parenteau*	Cowhig
38	8	8	6	8	6	gangs		Horton	Espinda Perez
			2		2	asian gangs		P. Wong	
39	4	4	4	4	4	crimes against the justice system		LaMorte	Ryan Yin
40	4	4	4	4	4	weapons laws		Stefanoc	Bruce
41	4	4	4	4	4	hazardous materials		Krimsky	et al
42	24	60	16	60	16	cultural diversity	2 days in a row	Leach	Murray, Rogers
			2		2	hate crimes		Moore	?
			2		2	sex harrasment / discrimination / EEO und	first week	Young	Harrington
			40		40	community groups (2HRS ON HOMELESS ISSUES)	after cultural diversity, 1 solid week	J. Wong	Jue
	34	34	26	34	26	POST learning domain testing	include 3 SFPD radio code quizzes	POST	
			4		4	POST pre-test	first week		
			4		4	POST final test	after all LD's covered		

MEMORANDUM

TO: Holly Friel

FROM: Trent Rhorer

DATE: April 18, 2001

RE: Draft Continuum of Care Plan - Comments

CC: Jim Buick
George Smith
Maggie Donahue
Anne Kronenberg

As requested, the following are my comments on the Draft Continuum of Care Plan.

In sum, the plan has outlined an extremely comprehensive strategy to reduce and eradicate homelessness in San Francisco. My comments are specific to some of the recommended goals and action steps as well as to some of the themes and comments throughout the document. Although you asked department heads to identify potential funding sources for the action steps, given the hundreds of recommended action steps, and the numerous stakeholders that each involve, it probably would be more effective to convene a group of department heads and their staff to explore the options available to fund elements of this plan.

COMMENTS -

Page 14: The maximum CAAP grant is $375 (not $355) with an annual COLA tied to the annual CalWORKs COLA in state statute

The CalWORKs grant for a family of three is $645, with an annual COLA effective October 1st of each year.

Page 15: "Improve the City single adult Personal Assisted Employment Services (PAES)" is too broad and general. How about something like, "ensure that the PAES and CalWORKs programs continues to provide homeless and other low income families and individuals the opportunity to become self-sufficient through the provision of cash assistance, employment training and supportive services."

Page 15: The third bullet under "Education and Training", could be made more specific by mentioning the mechanism for improving education and job readiness services: the Workforce Investment Board.

Prevention

In the Prevention Section, although there are many effective prevention strategies noted (rental assistance, eviction prevention, etc.) there is no mention of increasing economic opportunity through the provision of job training and supportive services. One of the most effective, long-term, and potentially permanent mechanisms to prevent homelessness is to increase one's employability and income through the provision of job training, job placement, and related supportive services. As such, this should be noted in the prevention section.

Single Adult Shelters

Although several of the action steps and goals in this section recommend provision of much needed services to this population, there is no specific mention of leveraging or expanding existing services that are currently provided through the PAES program. As you know, the PAES program provides employment training and supportive services (transportation, ancillary payments for work needs, etc.) and health services such as vision and dental care. Given the limited resources available to implement many of the Continuum of Care action steps, it may make sense to mention that the PAES Program offers these services and include an action step that states that shelter staff/case managers will encourage clients to take advantage of these services. In addition, we could explore how DHS can work to increase the linkage between the single adult shelters and the services that we provide (PAES, IHSS, other CAAP Programs).

Also of note, while the homeless individuals comprise about 25% of the four CAAP programs, they comprise almost 50% of the General Assistance population. GA, unlike PAES, does not offer employment training services and pays a lower grant. Transitioning this population from the GA program to the PAES program would help increase access to much needed services for this population. Assistance from shelter staff and case management staff in promoting the PAES Program to homeless clients would be helpful.

Family Shelters

Similar to the dynamic presented above, the DHS CalWORKs Program has resources available to assist families move from homelessness and unemployment into housing and employment. Other than undocumented parents, all families in our shelters should be eligible for CalWORKs and thus should be encouraged to apply for the program. DHS could provide assistance with outreach and recruitment of families into CalWORKs.

Housing

Action Step #1: Why would permanent housing units be dedicated to homeless families "exiting CalWORKs after the five year time limit has expired" rather than to all homeless CalWORKS families or to homeless families engaged in a welfare-to-work plan? It is widely acknowledged that the lack of permanent housing is one of the greatest barriers for families attempting to move from welfare to work. Thus, it makes sense to target permanent housing both to families who are transitioning from welfare to work and to

those who may be reaching their five year time limit. The former may be considered a strategy to assist families move to self-sufficiency, while the latter serves more of a safety net strategy to ensure that families who reach their five year limit do not become or remain homeless.

Action Step #7: What regulations prohibit CalWORKs families from remaining in transitional housing after finding employment? Since there are no CalWORKs regulations prohibiting this, I assume that this is a change that has to be moved through HUD?

I would like to add an action step under the public housing policies goal that prioritizes CalWORKs (welfare-to-work) families on the Section 8 waiting list. In 1999, DHS and SFHA submitted a joint application to for welfare-to-work housing vouchers. Although this proposal was not funded, the need remains to target Section 8 vouchers to this population. This is a critical homeless prevention strategy that would assist families move from welfare to self-sufficiency.

Integrated Health and Human Services

Action Step #21: There is no mention of DHS playing a role in SSI and Medi-Cal advocacy. Since thousands of our public assistance recipients (CAAP, CalWORKs) are potentially eligible for federal disability benefits and because we have on-going relationships with these clients, it makes sense that we are partners in this effort. The current system for SSI advocacy sometimes lacks the necessary feedback mechanism to our program caseworkers and thus lacks it is often difficult to measure the success of SSI advocacy efforts.

Action Step #62: Since IHSS is a federal program governed by state regulations, DHS has no authority to expand eligibility to homeless persons with disabilities. We can, however, work with local interest groups, the state Department of Social Services and the legislature to advocate for changes that would benefit disabled homeless San Franciscans.

Income Education and Employment

Page 101: the CAAP aid payment level is $375. I believe SSI/SSP is now above $700 with an annual COLA.

The fourth paragraph states that "All jobs created under the Plan are to pay a Living Wage, allowing employed people to be economically self-sufficient." This contradicts a statement that appears earlier in the document on page 60: the Plan..."recognizes the value of incremental employment for some people; i.e. beginning volunteering, moving into stipend work, to part-time work, to full-time work. Incremental employment allows people opportunity to build skills over time."

Although the ultimate goal of our employment training programs (CalWORKs and PAES) is for participants to secure long-term employment that pays a wage that allows families and individuals to live a self-sustaining life, the programs also recognize that the first job may not pay such a wage. Consequently, DHS incorporates a career advancement strategy into our employment programs to assist participants acquire the

skills and experience necessary to progress in their employment. In addition, San Francisco's workforce development strategy under the Workforce Investment Board incorporates similar objectives. Thus, stating that all jobs shall pay a living wage does not recognize that initial entry-level and part-time jobs may not pay a living wage, but instead help to provide people with some of the work place and job readiness skills necessary to secure higher wage employment.

Page 103 –

Action step #6 - The PAES Program does treat each individual as a separate person as they each have an individualized employment plan based on his or her strengths and needs. There is no need for a separate program for homeless PAES clients as their housing needs are recognized in their employment plans.

Action Step #7 - The PAES time limit only relates to services. After 33 months, a PAES recipient will continue to receive the maximum grant. DHS does not support elimination of the time limits for PAES services. Individual exceptions can always be granted for clients who would benefit from additional services.

Action Step #8 - In order to mirror the CalWORKs Program, the number of hours required for PAES participants should not be reduced.

Page 117 – DHS does not agree with the goal to create a new department within the city to focus on employment issues. The San Francisco Workforce Investment Board (WIB) was formed earlier this year. This Board is charged with centralizing the vast network of employment and training programs and funds in order to create a one-stop system that is more user friendly and that can more readily assist low income San Franciscans access the labor market and obtain living wage employment. In fact, action steps 84 through 86 are steps that the WIB plans to take to achieve its goals. Creation of a new department at this point would only further fragment the employment training system in San Francisco and would undermine the work of this newly formed body.

At several points in this section, the term "unspent CalWORKs funds" is mentioned. Currently, DHS has no "unspent CalWORKs funds." In fact, due to state budget shortfalls, we are facing a deficit in CalWORKs funds that has forced us to re-examine and re-prioritize our CalWORKs services.

Thanks for the opportunity to comment on the Continuum of Care Plan. Obviously, this Plan is a result of a tremendous amount of hard work and I look forward to helping to move it forward over the next five years.

DOCUMENTS DEPT.

JUL 19 2001

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING COMMITTEE MEETING AGENDA

Monday, July 23, 2001
25 Van Ness Ave, Suite 720, 12:00 PM – 2:00 PM

I. **For discussion and possible action:** Discuss Continuum of Care plan.

II. **For discussion and possible action:** Discuss Supervisor Gonzalez's proposed resolution amending the Continuum of Care Plan to make the City department representatives on the Local Homeless Coordinating Board non-voting members and designating that two of the neighborhood/community representatives be appointed by the Board of Supervisors.

III. **For discussion and action:** Adoption of the Minutes of the June 11, 2001 meeting. *Vote in lieu of the Full Board.* (Document available at meeting.)
Note: The Steering Committee will be voting in lieu of the Full Board due to the lack of a quorum at the last regular Full Board meeting.

IV. **For discussion and action:** Reports from Standing Committee chairs.

V. **For action:** Development of the agenda for August 13, 2001 regular full Board meeting.

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STEERING COMMITTEE MEETING MINUTES
Monday, July 23, 2001
25 Van Ness Ave, Suite 720, 12:00 PM – 2:00 PM

I. **Call To Order and Roll Call:** The meeting was called to order at 12:07PM.
Members Present: Cynthia Caporizzo, Gene Coleman, Carrie Dipman, Maggie Donahue, Gail Gilman, Joyce Miller, Bob Nelson
Non-Members Present: Barbara Jo Boice (Next Door), Demetrius Durham (Intern, Mayor's Office on Homelessness), Virginia Dario Elizondo (Deputy City Attorney), Holly Friel (Liaison to the Local Board), Kathleen Grey (Coalition on Homelessness), Brother Jefferson (Loaves and Fishes), Julie Murrary Brenman (DHS), Mara Raider (Coalition on Homelessness), Willow Schrager (Harder+Co.),

II. **For discussion and possible action:** Discuss Continuum of Care plan.
A. The Committee discussed City department feedback on the plan.
1. Civil Rights Section
a. A letter from the Lawyer's Committee on Civil Rights regarding the Continuum of Care plan, and specifically the Civil Rights section, was submitted to the Committee. (Document attached.)
b. Police Department concerns were discussed at the last Steering Committee meeting.
2. Employment Section
a. Laura Ware, Carrie Dipman, and Maggie Donahue will be meeting with DHS Director Trent Rhorer on Tuesday 7/24/01 to discuss his comments regarding the Continuum of Care plan.
3. Plan Overall
a. Deputy City Attorney Virginia Dario Elizondo stated that the Continuum of Care Plan is a policy statement and therefore the City Attorney's office does not need to approve the plan. She stated that nothing in the plan is illegal. However, some things could be stated more accurately. She will send her comments in writing to Holly Friel.
b. Mara Raider expressed concerns regarding City department input in the Continuum of Care plan, particularly if they were not participants in the process of drafting the chapters.
c. Carrie Dipman made a motion recommending that the full Local Board approve the plan as is and that an appendix be attached including all of the departments' comments, including a list of departments that did not respond. Maggie Donahue seconded the motion. The motion passed unanimously.
B. The Committee discussed Supervisor Daly's resolution to approve the Continuum of Care plan. The resolution is scheduled to be heard at the 7/24/01 10AM Board of Supervisors Public Health and Environment Committee meeting.

III. **For discussion and possible action:** Discuss Supervisor Gonzalez's proposed resolution amending the Continuum of Care Plan to make the City department representatives on the Local Homeless Coordinating Board non-voting members and designating that two of the neighborhood/community representatives be appointed by the Board of Supervisors.
A. The Committee discussed the Local Board's position on the resolution.
1. The Membership Committee agreed, at their July 19, 2001 meeting, to the following:
a. City Departments should continue as voting members.
b. The Local Board agrees that parity between the Mayor and the Board of Supervisors is a concern but have not reached a

consensus regarding the two neighborhood seats named in the resolution.

2. Joyce Miller suggested that the eight City Department seats remain as Department Head-appointed seats and that the remaining 26 seats on the Board be divided evenly between the Mayor and the Board of Supervisors.

3. Gene Coleman, Carrie Dipman, Gail Gilman, Joyce Miller, and Bob Nelson will meet with Supervisor Gonzalez's aide Rob Eshelman to discuss the resolution and present a report on the meeting at the next Full Local Board meeting, August 13, 2001.

IV. **For discussion and action:** Adoption of the Minutes of the June 11, 2001 meeting. *Vote in lieu of the Full Board.*

Note: The Steering Committee voted in lieu of the Full Board due to the lack of a quorum at the last regular Full Board meeting.

A. The minutes were adopted unanimously.

V. **For discussion and action:** Reports from Standing Committee chairs.

A. Funding Committee

1. Gene Coleman reported that the #1 recommendation (salary increases) of the Strengthening Single Adult Shelters Subcommittee for the $250,000 that was put on reserve in DHS' budget for shelter services cannot be accomplished (see below). (Document attached.)

a. Maggie Donahue reported that the Controller's Office has informed DHS that the Local Board needs to make a decision regarding the expenditure of the $250,000 very quickly.

b. It is unusual for this type of carry-forward to get approved and DHS could lose the money. The Local Board's plan was for the Oversight Committee to deal with the recommendations and expenditure of the money, but as this is now a time-sensitive issue, the Local Board must act quickly in order to have the money released to DHS.

c. The $250,000 is one-time money; it has not been annualized. Therefore, the Controller's Office and DHS do not recommend that the money be used for an increase in salaries. They recommend that the Local Board looks at the SSAS recommendations and develop a plan to utilize the $250,000 for something that won't be at risk of not being funded in the next fiscal year. The Controller's Office may not release the money if it is not used for one-time expenditures.

d. Julie Murray Brenman of the DHS Budget and Policy Office reported that the Local Board needs to present a plan to DHS within the next two to three weeks.

e. Gene Coleman suggested that the Steering Committee examine the list of recommendations and identify which ones are one-time costs. The following recommendations were identified to be one-time costs:

1. Homelike environment
2. Spanish translation of materials
3. Cultural Competency Training
4. Training all staff around effective support services/sensitivity, etc.

f. Bob Nelson asked about using the money to expand shelter capacity throughout the year to the winter shelter expansion levels.

g. Maggie Donahue will bring together the single adult shelter providers, Jennifer Friedenbach, and Alison Lum to ask them how they would like the one-time costs in the SSAS recommendations

implemented. Their recommendations will be presented and voted

2. Gene Coleman and Carrie Dipman reported on the public hearing on community budget priorities scheduled for August 22, 2001 from 6:00PM-9:00PM. Local Board members are needed to volunteer for tasks at the hearing.

B. Policy Committee

1. Gail Gilman reported on the following Policy Committee motions that will go to the Full Local Board for a vote on August 13, 2001:

a. A three-part motion requesting that the Local Board:

1) Open up the application process (competitive bidding) to all who fit criteria for McKinney, while continuing the Local Board's priority of permanent housing.

2) Notify all renewals and community based organizations of the new policy.

3) At the next Policy Committee meeting, lay out steps for identifying community needs (Gaps analysis).

b. A motion requesting that the Local Board hold at least two workshops on McKinney, one in the Bayview and one in the Mission, and possibly a third in Visitacion Valley.

c. A motion to accept the contact sheet and add the DHS phone number under the references to McKinney.

VI. **For action:** Development of the agenda for August 13, 2001 regular full Board meeting.

A. The following items were put on the agenda for the August, 13, 2001 Full Local Board meeting:

1. Sunshine Ordinance Training
2. Funding Committee report and vote on $250,000 DHS reserve funds and SSAS recommendations, and report on public hearing on community budget priorities.
3. Policy Committee report on $250,000 reserve funds, vehicularly housed, contact sheet.
4. Steering Committee report and vote on Continuum of Care plan text and appendices, report on Supervisor Daly's resolution approving the Continuum of Care Plan, report on Supervisor Gonzalez's resolution changing the Local Board membership, report on status of Local Board retreat.
5. Membership Committee report and vote on recommendations for Local Board vacancies and report on status of new Board member orientation.

VII. **Adjournment:** The meeting adjourned at 2:10PM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

for CIVIL RIGHTS
of the San Francisco Bay Area

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July 20, 2001

Mr. Bob Nelson, Co-Chair
Ms. Rita Semel, Co-Chair
San Francisco Local Homeless Coordinating Board
25 Van Ness Avenue, Suite 750
San Francisco, CA 94102

Dear Mr. Nelson and Ms. Semel:

The Lawyers' Committee for Civil Rights has recently had the chance to review the Civil Rights section of the Continuum of Care draft dated March 23, 2001, as well as the July 5, 2001 response from Chief of Police Fred Lau. Given the importance of these legal issues, we offer the following comments on both the Board's draft and the Police Department's comments.

I. Comments On Board's Draft Section

First and foremost, we applaud the Board's inclusion of a section on civil rights in the Continuum of Care strategic plan. The Lawyers' Committee works to protect and preserve the civil rights of traditionally disenfranchised populations, including homeless individuals. Through this work, we see time and time again how critical it is for government to take a proactive approach to civil rights — particularly where the rights of vulnerable populations are at issue.

As the draft section correctly states, the issue of the civil rights of homeless individuals cuts across many different substantive areas; thus, we are fully supportive of the concept of setting forth overarching principles that should guide the City in all its efforts in responding to the issue of homelessness. We also believe the "action steps" set forth are sound concrete means for achieving the principles in practice.

II. Comments On Police Department's Response

We believe that many of the concerns raised by Chief Lau misapprehend the purpose of setting forth guiding principles, and we urge the Board to maintain the language as is currently drafted.

From a legal perspective, much of the Police Department's letter confuses the critical distinction between what the City is legally *required* to do, as opposed to what it is *should* do or is legally *permitted* to do. The City of San Francisco has a long and proud history of seeking to protect the dignity and respect of individuals even where such action may not be required by law. The City's domestic partner policies (S.F. Admin. Code Ch. 62); its rent control ordinance (S.F. Admin. Code Ch. 37); its affirmative action programs (S.F. Admin. Code Ch. 12D); and its immigration refuge ordinance (S.F. Admin. Code Ch. 12H) are just a few of many such examples.

In our view, the Board's principles for how the City should respect the civil rights of homeless individuals properly follows in this tradition. Thus, we do not agree with the Police Department's statement at a number of different places that the Board's draft "does not accurately state the current law." For example, the "Equal Protection" principle on p.124 of the draft states that "the City will not make, enforce or prosecute laws that have a disparate impact on people who are homeless." The Police Department appears to argue that not all policies having a disparate impact on homeless individuals are necessarily illegal. As an initial matter, we note that many such policies *would* be legally problematic, but even more importantly there is certainly nothing in the law that *prohibits* the City from being guided by such a principle in its responses to homelessness. *See Walters v. Churchill*, 511 U.S. 661, 699 (1994) ("the government may certainly choose to give additional protections . . . beyond what is mandated by the [Constitution]").

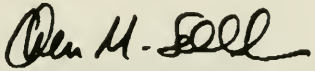
Similarly, the "Due Process" section is legally sound as currently drafted. Again, the Police Department's response appears more geared to whether each of the specifics within this section is mandated by due process in all cases. While in fact most of what is encompassed within this principle *is* mandated by law, we do not understand the principles to be attempting to set forth what the law requires (which will vary from case to case) but rather to be defining overarching principles that should guide the City on these issues.

Finally, the Police Department's comment on the Action Step relating to domestic violence raises similar issues. Although for some purposes the definition of domestic violence may be set by state law in a way that cannot be altered by the City (*e.g.*, for purposes of criminally charging a perpetrator), there are other instances where the state law definitions need not serve as limitations on the City. For example, if the City determined that City personnel and service providers should be educated about the ramifications of domestic violence and the services available for victims (using the proposed broadened definition), this would not raise the concern flagged by the Police Department.

III. Conclusion

In sum, the Lawyers' Committee for Civil Rights is strongly supportive of the Board's civil rights section, as currently drafted. We applaud your efforts to include such principles and urge you to maintain them as they currently are. If you have any questions, please feel free to call me at 415/543-9444. Thank you for your consideration of these comments.

Sincerely,



OREN M. SELLSTROM
Staff Attorney

Strengthening Single Adult Shelter Committee Recommendations

The following is a list of the top 12 priorities for spending the $250,000.

This list does not reflect a total prioritization of all the Strengthening Single Adult Shelter recommendations. It simply reflects some of the most important items the Committee felt could be put in place this year.

In addition, there are several items on this list, as well as throughout the document, that will have no minimum cost. These items should be enacted immediately.

For a full description of these recommendations, as well as to find out which items are immediate, please refer to the full set of recommendations in the 2001-2006 Continuum of Care plan.

Priority	Budget Item
1	Higher salaries for direct service staff
2	Access to substance abuse, mental health and dual diagnosis treatment through enhanced on-site and linkages
3	Full support services at shelters (expand needed services in shelters with not enough services)
4	Monitoring Committee
5	Expand shelter capacity
6	Voluntary follow up case management/aftercare for those who have left the shelter/collaboration with new service providers
7	Expand times services are available
8	Primary health care available on-site
9	Homelike environment – on-going replacement of items such as plants, reading library, curtains, etc.
10	Spanish translation of materials
11	Assistance with credit repair, eviction and legal issues through peer support, counseling and training
12	Opportunities for shared housing/listing

In addition, the Strengthening Single Adult Shelter Committee has recommendations on how the $50,000 for training should be spent:

1	Cultural Competency Training – outside trainer
2	Training all staff around effective support services/sensitivity, etc.

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STEERING COMMITTEE MEETING AGENDA

Monday, August 27, 2001, 12:00PM-2:00PM
25 Van Ness Ave, Suite 720

I. For discussion and possible action: Discuss Supervisor Gonzalez's proposed resolution amending the Continuum of Care Plan to make the City department representatives on the Local Homeless Coordinating Board non-voting members and designating that two of the neighborhood/community representatives be appointed by the Board of Supervisors. *Vote in lieu of Full Board.*

II. For discussion and possible action: Discuss Funding Committee recommendations regarding Supervisor Leno's request for homeless budget.

III. For discussion and possible action: Discuss public relations plan.

IV. For discussion and possible action: Reports from Standing Committee chairs.

V. For action: Development of the agenda for the Local Board Retreat, Monday, September 10, 2001, 1:00PM-5:00PM, UCSF Laurel Heights Conference Center, Chancellors Room, 3333 California Street, San Francisco.
Note: The September 10, 2001 full Local Board meeting has been cancelled.

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STEERING COMMITTEE MEETING MINUTES

Monday, August 27, 2001, 12:00PM-2:00PM
25 Van Ness Ave, Suite 720

I. Call To Order and Roll Call: The meeting was called to order at 12:13 PM.
Members present: Gene Coleman, Jennifer Friedenbach, Gail Gilman, Rita Semel
Non-members present: Heather Allen, Holly Friel (Liaison to Local Board)

II. For discussion and possible action: Discuss Supervisor Gonzalez's proposed resolution amending the Continuum of Care Plan to make the City department representatives on the Local Homeless Coordinating Board non-voting members and designating that two of the neighborhood/community representatives be appointed by the Board of Supervisors.

A. Gail Gilman reviewed the main points of the meeting that she, Bob Nelson, and Holly Friel had with Rob Eshelman of Supervisor Gonzalez's staff.

1. Supervisor Gonzalez's office would allow for the Local Board to review the proposed resolution and suggest changes in accordance with the following points:
    a. City department representatives would retain their voting privileges.
    b. Parity between the Mayor appointed (17) and Board of Supervisors appointed seats (17).
    c. City department seats would count as Mayor appointed seats.
2. Gail Gilman made a motion, with Jennifer Friedenbach seconding, to reconfigure the Local Board to achieve parity between seats appointed by the Mayor and Board of Supervisors, including moving the five neighborhood seats from Mayor appointed to Board of Supervisors appointed seats, and moving the veterans advocacy seat from a Mayor appointed to Board of Supervisors appointed seat. The motion passed unanimously. The motion will be voted on by the Steering Committee in lieu of the Full Board at their September 24, 2001 meeting, as there will not be a Full Board meeting in September.

III. For discussion and possible action: Discuss Funding Committee recommendations regarding Supervisor Leno's request for homeless budget.

A. Gene Coleman reported that Supervisor Daly had requested that the Controller's Office report on the City's homeless budget expenditures.

1. The Funding Committee made recommendations regarding how the City's homeless budget was determined.

2. The Local Board will send the Funding Committee's recommendations to Supervisor Leno, Supervisor Daly, the Controller's Office, and all of the City departments represented on the Local Board, most of which were requested by the Controller to provide updated budget information.

IV. For discussion and possible action: Discuss public relations plan.

A. Rita Semel introduced Heather Allen, who has volunteered to assist the Local Board with public relations.

1. Interested Local Board members will form a public education task force to develop a public relations plan.

V. For discussion and possible action: Reports from Standing Committee chairs.

A. This item was not discussed.

VI. For action: Development of the agenda for the Local Board Retreat, Monday, September 10, 2001, 1:00PM-5:00PM, UCSF Laurel Heights Conference Center, Chancellors Room, 3333 California Street, San Francisco.

Note: The September 10, 2001 full Local Board meeting has been cancelled.

A. The Steering Committee agreed upon the following retreat agenda:

I. Icebreaker

II. Roles and Responsibilities of the Local Board

For discussion:

- Time Commitment
- Work of the Local Board

For possible action:

- Mission
- Who we are representing
- Role of Government Body
- Government and Advocacy
- What issues does the Local Board take on
- How committees work and the role of the Full Board (What should happen at each meeting)

III. Break

IV. Meeting Management

For discussion:

- Role of Co-chairs
- Role of Participants
- How decisions are made
- Setting agenda and controlling agenda
- Next steps

V. What We Have Done Today and What We Have Done This Year

VII. Adjournment: The meeting adjourned at 1:25 PM.

Minutes were taken by Holly Friel, Liaison to Local Board.

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STEERING COMMITTEE MEETING AGENDA

Monday, September 24, 2001, 12:00PM-2:00PM
25 Van Ness Ave, Suite 720

I. For discussion and possible action: Vote on motion regarding Supervisor Gonzalez's proposed resolution amending the Continuum of Care Plan to change the composition of the Local Board. *Vote in lieu of Full Board.*
Motion: The Local Board should be reconfigured to achieve parity between seats appointed by the Mayor and Board of Supervisors, including moving the five neighborhood seats from Mayor appointed to Board of Supervisors appointed seats, and moving the veterans advocacy seat from a Mayor appointed to Board of Supervisors appointed seat. The City departments shall retain their voting privileges.

II. For discussion and possible action: Reports from Standing Committee chairs.

III. For action: Development of the agenda for the October full Local Board meeting.
Please note: The Full Local Board meetings scheduled for October 8, 2001 and November 12, 2001 must be rescheduled, as those days are legal holidays.

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STEERING COMMITTEE MEETING MINUTES
Monday, September 24, 2001, 12:00PM-2:00PM
25 Van Ness Ave, Suite 720

I. Call to Order and Roll Call: The meeting was called to order at 12:08 PM.
Members present: Bob Nelson, Gail Gilman, Joyce Miller, George Smith, Gene Coleman
Non-members present: Nora O'Connor (Pending Board member), Holly Friel (Liaison to Local Board)

II. For discussion and possible action: Vote on motion regarding Supervisor Gonzalez's proposed resolution amending the Continuum of Care Plan to change the composition of the Local Board.

Motion: The Local Board should be reconfigured to achieve parity between seats appointed by the Mayor and Board of Supervisors, including moving the five neighborhood seats from Mayor appointed to Board of Supervisors appointed seats, and moving the veterans advocacy seat from a Mayor appointed to Board of Supervisors appointed seat. The City departments shall retain their voting privileges.

A. Gail Gilman reviewed the recommendation of the 8/27/01 Steering Committee as stated in the motion above.

1. Mayor loses ability to appoint neighborhood representatives to the Local Board, certain neighborhoods, such as underserved communities, may not be represented.
2. Disagreement over whether City departments should count as Mayoral appointments; perhaps only Mayor's Offices should count as Mayoral appointments.
3. This issue has been discussed at several committee meetings, and therefore should move to the Full Board for discussion and action.

B. The Committee disagreed on the above motion, however moved that it be forwarded *without recommendation* to the Full Local Board at their next meeting on October 9, 2001. The Committee specified that the points agreed to by Supervisor Gonzalez's office, as reported at the 8/27/01 Steering Committee meeting, be included with the above motion. The Committee also specified that the Local Board members should vote up or down on the above motion, and if the motion is rejected, an alternative motion may be submitted and voted upon.

III. For discussion and possible action: Reports from Standing Committee chairs.
A. Funding Committee: Gene Coleman reported that the Funding Committee meeting of 9/17/01 was cancelled in honor of the City's Day of Remembrance; the Funding Committee will review the Public Hearing at their next meeting; the Controller's Office has submitted the City's Homeless Budget in response to Supervisor Daly's request. (Document attached.)
B. Policy Committee: Gail Gilman reported that the Policy Committee will have two motions to vote on at the next Full Board meeting: additions to the GAPS analysis and a resolution regarding people who live in their vehicles;

and one item to report on: status of the McKinney workshops in the Mission and Bayview.

IV. For action: Development of the agenda for the October full Local Board meeting.

A. The following items were put on the agenda for the October 9, 2001 full Local Board meeting:

1. Funding Committee: report on Public Hearing, City's Homeless budget.
2. Policy Committee: vote on GAPS additions, resolution regarding people who live in their vehicles, report on McKinney workshops in the Mission and the Bayview.
3. Steering Committee: vote on Supervisor Gonzalez's resolution regarding the composition of the Local Board, discuss the Local Board retreat, discuss the formation of a Local Board public education task force.
4. Membership Committee: report on Local Board vacancies, applicants, and pending Local Board members.
5. Oversight Committee: report on workplan and action steps.

B. The Sunshine Ordinance Training will be scheduled for the November 5, 2001 Full Local Board meeting.

C. The Full Local Board meeting scheduled for October 8, 2001, a legal holiday, was rescheduled for October 9, 2001; the Full Local Board meeting scheduled for November 12, 2001, a legal holiday, was rescheduled for November 5, 2001.

V. Adjournment: The meeting adjourned at 1:40PM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

CITY AND COUNTY OF SAN FRANCISCO OFFICE OF THE CONTROLLER

Edward Harrington
Controller

Matthew H. Hymel
Chief Assistant Controller

To: Supervisor Chris Daly

From: Ed Harrington, Controller

Date: September 13, 2001

RE: Request for funding levels for homeless programs in the Fiscal Year 2001-2002 budget, Board Reference No. 20010730-001

The following is a response to your inquiry regarding the projected funding levels for homeless and related programs for fiscal year 2001-02. Based on information provided by departments, the fiscal year 2001-02 budget by service category and funding source is summarized below. **Please note that the amounts shown are for direct homeless services only.** In addition, the city provides a variety of programs available to all persons which are also used by the homeless.

Chart A: Homeless and Related Services Spending
2001-02
(in $ millions)

Service Category	General Fund	Non-General Fund	Total
Emergency/Front End	$24.8	$8.3	$33.1
Transitional Housing	9.0	8.8	17.8
Long-Term Stabilization	16.3	14.6	30.9
Total	**$50.1**	**$31.7**	**$81.8**

In general, the estimate of homeless spending will vary greatly depending on how one defines the scope of services included in homeless programs. We have only included services agreed on by City homeless program managers as being directly and solely intended to provide assistance to homeless individuals or to avoid homelessness. More detail on which services are included may be found in the attachment to this memo.

The following are examples of costs not included in our projections, since these services are available and used by the general population:

The Department of Public Health estimates that about 23% of the users of mental health services are homeless. If these costs were added to our numbers they would increase the cost by about $14 million.

A portion of people receiving assistance through the County Adult Assistance Program (CAAP-formerly known as general assistance) are homeless. Although this years CAAP grant amount is $32.9 million, the proportion of the grant that is allocated to homeless populations is not included here, since these funds are available to all citizens in need.

A smaller example occurs at the Department of Aging and Adult Services, which estimates that approximately $150,000 of the $295,640 Veterans Affairs budget goes to serving homeless veterans.

Finally, the estimate would increase substantially if affordable housing programs were included in the scope of services. If the scope were expanded to include affordable housing resources, the estimate could increase by $40 million and would include Proposition A funding, and would also increase by an additional $52 million with the inclusion of housing programs at the Redevelopment Agency.

Please feel free to contact me at 554-7500 if you have any additional questions or concerns.

DRAFT

PROJECTED HOMELESS SERVICES EXPENDITURE - FY 01-02

SERVICE CATEGORY	DPH Funding		DHS Funding		MOCD Funding		COSW Funding		MOCYF Funding		TOTAL FUNDING	
	LOCAL	NON-LOCAL	LOCAL	NON-LOCAL	LOCAL	NON-LOCAL	LOCAL	NON-LOCAL	LOCAL	NON-LOCAL	LOCAL	NON-LOCAL
Emergency/Front-End Services												
Urgent Care/Crisis Intervention	$4,971,416	$3,613,807									$4,971,416	$3,613,807
Transportation/Outreach	$2,052,553	$448,319	$393,579	$0	$0	$0	$0	$0	$0	$0	$2,446,132	$448,319
Shelters											$0	$0
• Adult	$667,200	$1,022,734	$6,357,866	$371,342	$0	$151,500	$0	$0	$0	$0	$7,025,066	$1,545,576
• Family	$0	$0	$3,354,826	$0	$0	$75,000	$0	$0	$0	$0	$3,354,826	$75,000
• Young Adult	$0	$0	$200,000	$0	$0	$0	$0	$0	$448,500	$0	$648,500	$0
• Emergency Winter Shelter	$0	$0	$329,227	$0	$0	$0	$0	$0	$0	$0	$329,227	$0
• Domestic Violence Shelters	0	0	0	0	0	281,800	463,881	0	0	0	$463,881	$281,800
Drop-in Centers	$945,755	$820,097	$2,276,313	$118,877	$0	$174,900	$0	$0	$0	$0	$3,222,068	$1,113,874
Emergency Housing Vouchers	$509,341	$766,706	$28,800	$0	$0	$0	$0	$0	$0	$0	$538,141	$766,706
1-800 & Other Emergency Assistance Lines	$0	$0	$273,557	$237,922	$0	$87,000	$0	$0	$0	$0	$273,557	$324,922
Eviction Prevention	$0	$0	$1,488,909	$0	$0	$158,000	$0	$0	$0	$0	$1,488,909	$158,000
Emergency Services Subtotal	$9,146,265	$6,671,663	$14,703,077	$728,141	$0	$928,200	$463,881	$0	$448,500	$0	$24,761,723	$8,328,004
Transitional Services												
Detox	$2,103,844	$831,874	$0	$0	$0	$0	$0	$0	$0	$0	$2,103,844	$831,874
Residential Treatment - Mental Health, Substance Abuse	$4,201,151	$3,485,304	$0	$0	$0	$36,900	$0	$0	$0	$0	$4,201,151	$3,522,204
Transitional Housing	$774,906	$1,806,538	$1,958,085	$2,606,683	$0	$0	$0	$0	$0	$0	$2,732,991	$4,413,221
Transitional Services Subtotal	$7,079,901	$6,123,716	$1,958,085	$2,606,683	$0	$36,900	$0	$0	$0	$0	$9,037,986	$8,767,299
Long Term Stabilization Services												
Out-Patient - Mental Health/Substance Abuse	$3,235,092	$2,172,270	$0	$0	$0	$0	$0	$0	$0	$0	$3,235,092	$2,172,270
Housing											$0	$0
• Services Linked To Permanent Housing	$1,707,199	$1,363,899	$7,194,049	$836,435	$0	$78,600	$0	$0	$0	$0	$8,901,248	$2,278,934
• Housing Subsidies	$3,287,566	$3,471,477	$227,759	$3,936,996	$0	$0	$0	$0	$0	$0	$3,515,325	$7,408,473
Child Care	$0	$0	$347,866	$1,183,445	$0	$0	$0	$0	$0	$0	$347,866	$1,183,445
Vocational/Employment	$0	$0	$201,490	$1,608,604	$0	$0	$0	$0	$112,500	$0	$313,990	$1,608,604
Long-Term Stablization Services Subtotal	$8,229,857	$7,007,646	$7,971,164	$7,565,480	$0	$78,600	$0	$0	$112,500	$0	$16,313,521	$14,651,726
TOTAL	$24,456,023	$19,803,025	$24,632,326	$10,900,304	$0	$1,043,700	$463,881	$0	$561,000	$0	$50,113,230	$31,747,029

DPH- Department of Public Health
DHS- Department of Human Services
MOCD- Mayor's Office of Community Development
COSW- Commission on the Status of Women
MOCYF- Mayor's Office for Children, Youth & Their Families

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10/22/01

STEERING COMMITTEE MEETING AGENDA

Monday, October 22, 2001, 12:00PM-2:00PM
25 Van Ness Ave, Suite 720

I. For discussion and possible action: Report and vote on a two-part motion recommended by the Policy Committee to add the following categories to the McKinney application GAPS analysis. *Vote in Lieu of Full Board.*
Motions: 1. "Representative Payee Services" and "Advocacy/Legal Services" under Individuals and Persons In Families With Children as supportive service slots, and "Seniors 55 and older" under Individuals and Persons in Families With Children as a sub-population.
2. "Employed," defined as working 20 hours/week or more, under Individuals and Persons In Families With Children as a sub-population.

II. *For discussion and possible action:* Report and vote on a draft resolution recommended (with one committee member dissenting) by Policy Committee regarding people who live in their vehicles. *Vote in Lieu of Full Board.*

III. *For discussion and possible action:* Discuss formation of a Local Homeless Coordinating Board public education task force. *Vote in Lieu of Full Board.*

IV. *For discussion and possible action:* Assignment of the Evaluation of McKinney by HomeBase to a Committee. *Recommendation is to the Funding Committee*

V. *For discussion and possible action:* Recommendation that conflicted Local Board Members be required to recruit at least three potential priority panel members.

VI. *For discussion and possible action:* Reports from Standing Committee chairs.

VII. For action: Development of the agenda for the November 5, 2001 full Local Board meeting. Sunshine Ordinance Training will be scheduled at next full Local Board meeting.

Know your right under the Sunshine ordinance

The Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's reviews. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at: Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683. Telephone: (415) 554-7724, Fax: (415) 554-7854. E-Mail: Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force (listed above), the San Francisco Public Library, and on the City's web site at: www.ci.sf.ca.us.

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Interpreters for languages other than English are available on request. Sign language interpreters are also available on request. For either accommodation, contact 252-3158 at least two business days before a meeting.

Local Homeless Coordinating Board

October 22, 2001

SF Local Homeless Coordinating Board - Steering Committee

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING COMMITTEE MEETING MINUTES
Monday, October 22, 2001, 12:00PM-2:00PM
25 Van Ness Ave, Suite 720

I. Call to Order 12:25
Members Present: Anne Kronenberg, Rita Semel, Bob Nelson, Gail Gilman, Gene Coleman
Non-members Present: Darryl Smaw (Liaison to Local Baord)

II. For discussion and possible action: Report and vote on a two-part motion recommended by the Policy Committee to add the following categories to the McKinney application GAPS analysis. Vote in Lieu of Full Board.
Motions: 1. "Representative Payee Services" and "Advocacy/Legal Services" under Individuals and Persons In Families With Children as supportive service slots, and "Seniors 55 and older" under Individuals and Persons in Families With Children as a sub-population.
2. "Employed," defined as working 20 hours/week or more, under Individuals and Persons In Families With Children as a sub-population.
***Motion Passed: unanimous

III. For discussion and possible action: Report and vote on a draft resolution recommended (with one committee member dissenting) by Policy Committee regarding people who live in their vehicles. Vote in Lieu of Full Board.
***Vote Passed: Unanimous

IV. For discussion and possible action: Discuss formation of a Local Homeless Coordinating Board public education task force. Vote in Lieu of Full Board.
***NO VOTE: After discussion it was decided that the oversight committee should handle ad-hoc committee items whenever possible instead of creating new committees

V. For discussion and possible action: Assignment of the Evaluation of McKinney by HomeBase to a Committee. Recommendation is to the Funding Committee
***Vote Passed: Unanimous

VI. For discussion and possible action: Recommendation that conflicted Local Board Members be required to recruit at least three potential priority panel members.
***Vote Passed: Unanimous

VII. For discussion and possible action: Reports from Standing Committee chairs.
Policy (Gail Gilman) - Concerned about staffing needs
- McKinney Workshop on Nov. 13th or 15th

- Ellouise will Facilitate
- DPH. HUD, & MOOH representatives will attend

Nov 1 Special Policy Meeting to Handle McKinney issues

Funding (Gene Coleman) - Discussed the CoC. What's needed in categorizing process

Oversight (Anne Kronenberg) - No report, will present at the Full Board on the Nov. 5

Membership (Gene Coleman) - No report, will meet Nov 1.

VIII. For action: Development of the agenda for the November 5, 2001 full Local Board meeting

AGENDA ITEMS

- Report from HomeBase
- Talk about Staffing Concerns (Local Board Liaison position)
- Election of New Co-Chairs (Rita will write requirements)
- Add Old Business Section (Discuss CoC approval process)
- Sunshine Training
- Role of Full Board

IX. Old Business

Define Role of the Board (Bob will write & take to Policy Committee)

Creation of New Dept of Homelessness (Bob & Rita will script a letter stating LHCB position)

X. Adjourned 1:20

25 Van Ness Ave, Suite 750, San Francisco, CA 94102, ATTN: Liaison to Local Board
415-252-3158, Fax: 415-252-3118

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING COMMITTEE MEETING AGENDA
Monday, November 26, 2001, 12:00PM-2:00PM
25 Van Ness Ave, Suite 720

348.76
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11/26/01

I. Call To Order
II. *For discussion and possible action:* Possible response to the Letter from the Mayor's Office on Homelessness to the Local Board
III. *Reports from the Committees:*
Policy Committee Report
Oversight Committee Report
IV. Public Comment
V. Adjournment

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Local Homeless Coordinating Board

November 26, 2001

SF Local Homeless Coordinating Board - Steering Committee

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

STEERING COMMITTEE MEETING MINUTES
Monday, November 26, 2001, 12:00PM-2:00PM
25 Van Ness Ave, Suite 720

I. Call To Order 12:15 pm
Members Present: George Smith, Jennifer Friedenbach, Gene Coleman, Bob Nelson, Rita Semel, Anne Kronenberg
Non-Members Present: Darryl Smaw (Local Board Liaison), Millicent Mayfield (SF Independent)

II. Public Comment - None

III. For discussion and possible action: Possible response to the Letter from the Mayor's Office on Homelessness to the Local Board

Motion: Jennifer - Chairs meet with the Mayor describing CoC and try to get his support by educating him about the process and describe the next steps
Passed:; George Smith did not vote

Motion: Jennifer - Chairs write a formal letter, to the Mayor, on behalf of the Local Board in response to the letter given at the 11-5-01 Full Board meeting by George Smith
Passed; George Smith voted against

IV. Reports from the Committees:
Policy Committee Report:
Darryl Smaw reporrted for Gail Gilman:
Update on the process regarding the Definition of Homelessness
- Anne Kronenberg is looking for BOS sponsor
Update on the McKinney Process (Forum Questions Approved)
Oversight Committee Report
Anne Kronenberg:
Completed going thru the CoC
Sending Matrix to different city departments to get cost estimates

V. Full Board Agenda Items for 12/10/01
- Discussion and possible Action: Response Letter to the Mayor
- MOOH Report on the Homeless Count

VI. Public Comment - None

VII. Adjournment 1:30 PM

Minutes were taken by Darryl Smaw, Liaison to the Local Board

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